



A G E N D A

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 28 October 2020
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, 28 October 2020 in the Council Chambers, Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

A handwritten signature in black ink, appearing to read "A. Schönfeldt", is positioned above the name of the Chief Executive Officer.

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 21 October 2020

Note: If interested persons would like to make comment on any items in this agenda, please email records@dardanup.wa.gov.au or hand deliver written comment to the Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton. To be included in the meeting comments are to be delivered no later than 48 hours prior to the meeting.

The Chief Executive Officer will use his discretion as to whether the written comments are relevant and applicable to the meeting before approving their inclusion in the meeting.

VISION STATEMENT

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

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COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	Project risk has two main components: <ul style="list-style-type: none"> • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environment
Insignificant (1)	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	Compliance - No noticeable regulatory or statutory impact. Legal - Threat of litigation requiring small compensation. Contract - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	Compliance - Some temporary non compliances. Legal - Single minor litigation. Contract - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Compliance - Short term non-compliance but with significant regulatory requirements imposed. Legal - Single moderate litigation or numerous minor litigations. Contract - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	Compliance - Non-compliance results in termination of services or imposed penalties. Legal - Single major litigation or numerous moderate litigations. Contract - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	Compliance - Non-compliance results in litigation, criminal charges or significant damages or penalties. Legal - Numerous major litigations. Contract - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Uncontained, irreversible impact

RISK - LIKELIHOOD TABLE

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	Likely	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	Possible	The event should occur at some time	The event should occur at least once in 3 years
2	Unlikely	The event could occur at some time	The event could occur at least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	The event is not expected to occur more than once in 15 years

LEVEL OF RISK GUIDE

CONSEQUENCE		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD		1	2	3	4	5
	Almost Certain	Moderate (5)	Moderate (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	Low (2)	Low (4)	Moderate (6)	Moderate (8)	Moderate (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)	

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, 28 OCTOBER 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Presiding Member to declare the meeting open, welcome those in attendance, refer to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED*2.1 Attendance**2.2 Apologies**2.3 Leave of Absence*

Cr. Michael Bennett - Elected Member [Council Resolution: 250-20]

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

THAT be granted leave of absence for the Ordinary Council meeting to be held 25 November 2020.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Meeting Held 30 September 2020

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on 30 September 2020, be confirmed as true and correct subject to no / the following corrections:

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

9.1 Title: Eaton Recreation Centre Business Plan

It is recommended that Council go behind closed doors toward the end of the meeting in accordance with Shire of Dardanup Standing Orders & Local Government Act 1995 Section 5.23 (2) - Matters for Which Meeting May Be Closed:

Standing Order and the Local Government Act 1995 provides for Council to resolve to close the meeting to the public and proceed behind closed doors for matters:

- S 5.23 (1) *Subject to subsection (2), the following are to be open to members of the public-*
- (a) *all Council meetings; and*
 - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -*
- (a) *a matter affecting an employee or employees;*
 - (b) *the personal affairs of any person;*
 - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
 - (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
 - (e) *a matter that if disclosed, would reveal -*
 - (i) *a trade secret;*
 - (ii) *information that has a commercial value to a person; or*
 - (iii) *information about the business, professional, commercial or financial affairs of a person,*
where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) *a matter that if disclosed, could be reasonably expected to -*
 - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (ii) *endanger the security of the local government's property; or*
 - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
 - (g) *information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) *such other matters as may be prescribed.*
- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

Note: *Shire President to advise that the meeting will go behind closed doors toward the end of the meeting to discuss a matter affecting an employee or employees - S 5.23, Part 2(a).*

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039.

Note: Chairperson to ask Councillors and staff if there are any Declarations of Interest to be made.

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 Title: Application for Development Approval for Demolition of the Bowling Club Building and the Construction of a New Facility - Lot 510 Pratt Road, Eaton – Lot 510 Pratt Road

Reporting Department: *Sustainable Development Directorate*
Reporting Officer: *Mrs Cecilia Muller - Principal Planning Officer*
Legislation: *Local Government Act 1995*

Overview

Council has received an Application for Development Approval for a proposal to demolish the existing bowling club building and the construction of a new facility at Lot 510 Pratt Road. Officers recommend that Council approve the application subject to conditions.

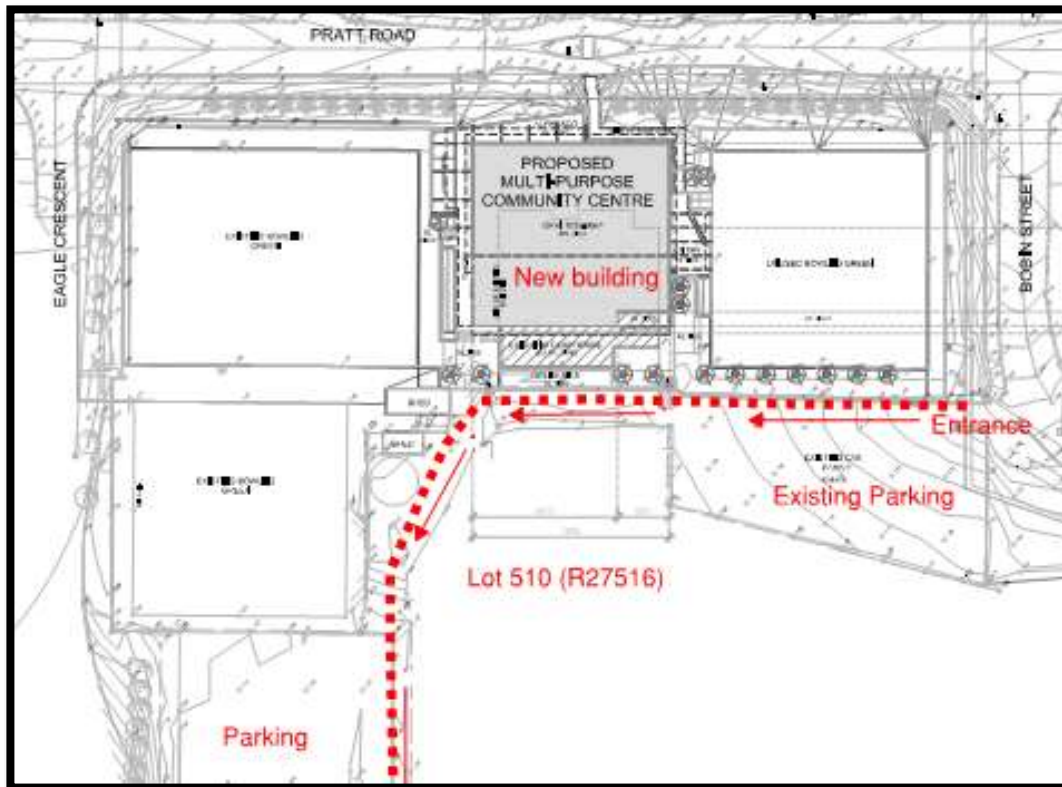
Location Plan

The Eaton Bowling Club building is a Shire owned building that is leased to the Eaton Bowling Club. The current lease will expire on 24 September 2034. The building and associated bowling facilities are situated at the northern side of Reserve 27516 with primary road frontage on Pratt Road and secondary frontage on Foster Street and Bobin Street.



Site Plan

The new facility is proposed on the northern portion of Lot 510 which is 4.4972ha in size. The new building will be set back 2m from the northern boundary of the lot abutting Pratt Road with the finished floor level of the building being higher than the existing building to ensure better views of the river.



Background

A \$3 Million grant has been allocated by the State Government for the purposes of improvements to the Eaton Bowling Club building which was based on concept plans prepared at that stage.

On 21 August 2020 the Shire received an Application for Development Approval for a proposal to demolish the existing building and the construction of a new bowling club and social club facility at Lot 510 Pratt Road. The application was submitted by the Eaton Bowling and Social Club with the Shire being the managing authority of Lot 510. The development application is for Club activities associated with the Eaton Bowling Club and the Eaton Senior Citizens group;

- A function room, which includes a proposal for it to be available for hire for private functions;
- A bar and TAB;
- Indoor bowls;
- Commercial kitchen and cool rooms;
- Match committee room and offices; and
- Toilets, showers and lockers.

The site plan shows that an existing parking area is located to the south east of the new building with additional parking available on the western part of the lot south of the bowling greens. Access to the existing carpark is from Bobin Street with a new temporary exit onto Eagle Crescent during construction.

The concept designs for the building has been prepared in consultation with both the Eaton Bowling Club and the Eaton Senior Citizens. Both organisations have indicated that they are supportive of the overall concept plans which have been submitted with this application. The project will be delivered via a design and construct contract arrangement. Being concept plans at this stage, means that detailed designs will need to be prepared before construction can commence. It is expected that there could be some further fine-tuning of various components that make up the concept, which is considered normal in a design and construct contract. Any changes are expected to be minor and should not alter the concept design.

Details of the proposal are contained in (Appendix ORD: 12.1A – Part 1 - Page 1) and the Development Plans are contained in (Appendix ORD: 12.1B – Part 1 - Page 5). An amended floor plan that reduces the floor area of the building was received on 13-08-2020 and is contained in (Appendix ORD: 12.1C – Part 1 - Page 17).

Advertising

The proposal was advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, as follows:

- The proposal was referred to agencies, and landowners/occupiers of properties within approx. 400m from the development site;
- Referral letters were mailed on 27-08-2020 with the closing date being 17-09-2020 allowing 21 day referral timeframe.
- Public Notice displayed on the Shire’s website for the duration of the advertising period;
- Letters sent to the following agencies:
 - Department of Fire & Emergency Services (DFES);
 - Department of Biodiversity, Conservation and Attractions (DBCA);
 - Department of Planning, Lands and Heritage (WAPC) – (DPLH);
 - Department of Water and Environmental Regulation (DWER);
 - Water Corporation; and
 - Western Power

In response to the advertising, 8 submissions and one objection was received. A copy of each submission is provided in (Appendix ORD: 12.1D – Part 1 – Page 18). The submissions are summarised in the Schedule of Submissions in Table 1 below. Officer comments in response to the matters raised in submissions, are included in the Schedule of Submissions and discussed in the “Officer Comment” section of the report.

Table 1: Schedule of Submissions

No	SUBMITTER	SUBMITTER COMMENT	OFFICER COMMENT
1.	Andrew Main	Supports the redevelopment apart from the inclusion of the TAB as it may have a negative impact on the area.	<p>Noted. However, the Shire records indicate that in 2011 the Department of Racing, Gaming and Liquor was informed that the Shire of Dardanup has no objection to the Eaton Bowling Club's application to amend the Club licence to allow "other gaming" activities at the venue on Pratt Road, Eaton.</p> <p>The Shire is aware that the TAB is currently in operations at the club and officers do not have any knowledge of any complaints received regarding this. The Department of Local Government, Sport and Cultural Industries is responsible for regulating and maintaining the integrity of racing, gambling and liquor activities in WA.</p>
2.	DFES	It remains the Shire’s call as to whether the development constitute intensification.	The BAL assessment report is contained in (Appendix ORD: 12.1E – Part 1 – Page 32). BAL - 12.5 is the highest bushfire attack

NO	SUBMITTER	SUBMITTER COMMENT	OFFICER COMMENT
		<p>DFES indicated that It does appear that the building footprint is changing.</p> <p>The DA approval does introduce the ability to achieve improvements in bushfire resilient regards of whether a BMP identifies such responses. It remains critical that the BAL Assessment accurately classifies vegetation to calculate the correct BAL rating as a starting point for considering resilience through construction techniques. To this end, DFES utilise some standard wording as below:</p> <p>In addition, as the bowling club building is a class of building not covered by AS3959:2018, it is recommended that the building be constructed to utilise all of the elements of AS3959 that apply to the appropriate Bushfire Attack Level (BAL). This is consistent with Clause 78E(i) of the LPS Regulations that requires the decision-maker to have regard to the bushfire construction requirements of the Building Code. This recommendation is further supported by clause 5.8.3 of the appendix to the Guidelines which reads as follows:</p> <p><i>In bushfire construction provisions of the Building Code of Australia do not apply to Class 4 to Class 9 buildings. In these instances, the applicant has the discretion to utilise any or all of the elements of AS3959 in the construction of the building they deem appropriate.</i></p> <p>Although BAL construction standards do not guarantee the survival of the occupants or building, DFES does support the improved bushfire resilience provided by AS3959 construction standards and recommend a condition to ensure all the relevant bushfire construction elements of AS3959 be applied to this</p>	<p>level identified for the development. Although policy SPP 3.7 triggers a BMP which is required to address the bushfire protection criteria within Appendix 4 of the Guidelines, certain development may be exempted.</p> <p>Officers consider that exemptions may apply as the proposal is for the demolition of an existing facility and the replacement thereof with a new building. Although the footprint of the building will be slightly bigger the number of people that the facility will be catering for remains 200.</p> <p>Officers recommend that the application be conditioned to a maximum number of patrons of 200 and that this number may be increased with the written consent of Council after further consideration under SPP3.7.</p> <p>Officers recommend that an advice note be included on the DA approval that reads as follows:</p> <p>As the building is a class of building not covered by AS3959:2018, it is recommended that the building be constructed to utilise any or all of the elements of AS3959 that apply to BAL - 12.5.</p>

NO	SUBMITTER	SUBMITTER COMMENT	OFFICER COMMENT
		<p>application should a formal referral with a BMP not be forthcoming.</p> <p>Should the Shire apply SPP 3.7 then, DFES request the relevant information pursuant to this policy be forwarded to DFES to allow us to review and provide comment prior to the Shire endorsement of the development application.</p>	
3.	DPLH	<p>Planning approval pursuant to the GBRS is not required.</p> <p>Any future land use, works or subdivision applications will be required to address the requirements of SPP 3.7.</p>	<p>Noted.</p> <p>Noted. SPP3.7 is addressed in the 'officer comment' section of the report.</p>
4.	DPLH – Aboriginal Heritage	<p>The proposed area of works is within the boundary of ID 21039 (E/01-Swamp (Waugyl Site) which is a lodged place.</p> <p>Given the works will be ground disturbing, it is recommended the proponent undertake a Due Diligence assessment.</p> <p>Contact the South West Aboriginal Land and Sea Council (SWALSC) as representatives of the Gnaala Karla Booja Native Title applicants.</p> <p>Contact the Registrar of Aboriginal Sites and seek formal advice as to whether the works will need approval under s18 of the Aboriginal Heritage Act 1972 (AHA).</p>	<p>Noted.</p> <p>The Shire has appointed a consultant to undertake the necessary Due Diligence.</p> <p>Officers have contacted SWALSC and have verbally been informed that a Section 18 application needs to be submitted and/ or a NHALG to be entered.</p> <p>An advice note is included on the DA.</p>
5.	DWER	<p>Issue: Acid sulphate soils – high to moderate risk:</p> <p>Recommendation: The site is located in an area mapped as representing a high to moderate risk of encountering acid sulfate soils within three metres of the natural ground surface. The Department recommend that acid sulfate soils condition EN8 and advice Ena1 should be applied.</p> <p>Issue: Floodplain management:</p> <p>Recommendation: The proposed finished floor level of 3.25 m AHD will provide adequate flood protection</p>	<p>As the proposal does not involve a subdivision application an advice note will be placed on the DA approval.</p>

No	SUBMITTER	SUBMITTER COMMENT	OFFICER COMMENT
		from 1 in 100 AEP flooding in the Collie River out to 2110.	
6.	Anonymous	The site plan shows Eagle Crescent coming off Pratt Road, where the sign post at that location says Foster Street.	Noted, and the DA plan (P1) has been marked up to reflect the correct street name.
7.	Water Corporation	The proposed bowling club building does not appear to impact in any way on the Water Corporation's existing or planned future infrastructure in the locality.	Noted.
		The existing buildings at the bowling greens are currently serviced with water and sewerage off the Water Corporation's networks running along Bobin Street. The need for any new sewer or water connections can be addressed at the building stage through an application to the Corporation's Building Services.	Noted.
8.	DBCA	The southern portion of Lot 510 contains an area of Conservation Category Wetland (CCW) identified on the Geomorphic Wetland Swan Coastal Plain (GWSCP) dataset.	Noted.
		DBCA recommends that bollards or other fencing is installed along the outer edge of the wetland vegetation to prevent accidental vehicle encroachment and clearing of the wetland vegetation.	The wetland is already partially fenced off except for some parts along the western edge and behind the exiting building. A condition will be included on the DA approval to ensure no vehicle access onto the wetland.
		DBCA also advises that any drainage towards the wetland area, should be filtered prior to entering the wetland system to ensure there are no water quality impacts to the CCW.	No water will be drained into the CCW.
9.	Ian & Sarah Upton	The roads mentioned on the site plan are incorrect. Eagle Crescent is called Foster Street.	Noted, and the DA plan (P1) has been marked up to reflect the correct street name.

NO	SUBMITTER	SUBMITTER COMMENT	OFFICER COMMENT
	42 Eagle Crescent Eaton	Noise has been identified as a concern and the submitters wanted to know if an acoustic report has been done.	An acoustic report has not been done and officers consider that the <i>Environmental Protection (Noise) Regulations 1997</i> provide the mechanism for noise levels to be controlled. Additionally, if Council resolves to approve the application, it is recommended that a condition be imposed that requires the applicant to produce and have approved by Council, a Noise Management Plan that provides measures to control all noise from the development to levels deemed acceptable by the <i>Environmental Protection (Noise) Regulations 1997</i> .
		Suggested start/finish times for the use of the building and the alfresco area.	Officers consider that measures to control noise would likely include suitable operating times to minimise disturbance to nearby landowners/occupiers, therefore this matter will need to be addressed in the Noise Management Plan.
		The potential for hiring of the function room facilities to private groups every weekend/night for functions that are possibly associated with amplified music has the potential for residents to be affected on an ongoing basis by unreasonable noise. Can the development have restricted opening/closing hours for no later than 10pm?	Officers consider that measures to control noise would likely include provisions regarding amplified music, therefore this matter will need to be addressed in the Noise Management Plan. Also refer to the 'Officer Comment' section of the report for further consideration of this matter.
		The cool rooms and delivery area is located directly opposite houses on Eagle Cres. Are there protection of the against potential noise impacts?	Cool rooms are in the southern area of the new building facing the wetland and thus not directly across from the dwellings on Eagle Crescent. The wetland creates a buffer between the cool rooms and the dwellings.
		Can delivery times/rubbish collection be restricted to daylight hours only (i.e. no early morning or weekend collections/deliveries)	These activities are not new to the bowling club. Rubbish is currently being removed and this will continue in future. No complaints have been received regarding these activities in the past and no issues are expected to be created in the future as a result of the new build.
		What type of liquor licence will the club be applying for? If they are wanting to have the flexibility of non-members hiring the facility, then it is assumed they might be applying for a special facility licence or tavern. Both of these licences have the potential	A Tavern Licence is likely to be applied for and this is a matter for the Department of Local Government, Sport and Cultural Industries to consider as it is responsible for regulating and maintaining the integrity of racing, gambling and liquor activities in WA.

NO	SUBMITTER	SUBMITTER COMMENT	OFFICER COMMENT
		to have very late night trading hours, hence the Shire should consider placing operating times on the development approval. The liquor licence for this facility should also be restricted to prevent the sale of packaged alcohol occurring from the premises.	
		Will the Shire be requesting a public interest assessment (PIA) as part of this development? If one has already been provided by the applicant, can that please be provided online for consideration of the development?	A PIA has not been completed and is not a mandatory requirement for any development approval applications. The proposal was referred to agencies and landowners/occupiers of properties within approx. 400m from the development site. The uses proposed are discretionary uses under TPS3 and advertising of the proposal is also discretionary.
		What precautions will be in place to protect residents from light overspill if floodlights are being installed?	The proposal does not include the construction of any new light towers as part of this DA. However installation and use of light towers should be in accordance with <i>Australian Standard 4282 – 1997 ‘Control of the Obtrusive Effects of Outdoor Lighting’</i> to mitigate any adverse impacts the lights may have on nearby landowners.
		If the premises is not constructed and managed correctly and causes significant impacts on the surrounding residents, this will likely devalue the properties in the area.	Property values is not a planning consideration.
		Has the potential for increased traffic in this area been considered and what is the likely impact on residents?	The Shire Infrastructure Directorate is currently considering various options, of which one potential option is to redesign the section of Pratt Road north of the proposed development to include additional on street parking.
		We would like a response to the concerns we have raised and respectfully request that we be kept informed of any updates associated with this development. We would also like to be advised of the date/time when this proposal would be considered by Council.	Noted. It is standard practice of the Shire to invite all submitters/objectors to the Council Meeting where the matter is to be considered by Council.

Legal Implications

Pursuant to the management order the reserve is to be utilised for ‘Recreation’ purposes only. The Department of Planning, Lands and Heritage (DPLH) has been contacted to advise whether the management order needs to be amended to include club premises as a use. Council is requested to authorise the Chief Executive Officer to consult with the DPLH on behalf of Council regarding the Management Order if a change is required.

The Shire has the power to lease the land for a term not exceeding 21 years subject to the approval from the Minister of Lands. The current lease will expire on 24 September 2034. The lease would need to be re-established to include both clubs (now the Eaton Bowling and Social Club Inc.) and to include the maintenance expectations regarding the new building and the updated terms and conditions.

Strategic Community Plan

Strategy 2.3.1 - Delivery of a high level of Development & Regulatory Services that considers the environmental, social and land use planning requirements which meets the diverse community needs. (Service Priority: Flagship)

Strategy 2.6.1 - Provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)

Strategy 3.2.2 - Deliver a high level Sport & Recreational Services that encourages social connectedness by facilitating community participation in positive social networks, interaction and events. (Service Priority: Very High)

Environment

The submission received from DWER provides advice that the site is located in an area mapped as representing a high to moderate risk of encountering acid sulfate soils within three metres of the natural ground surface. DWER recommend that acid sulfate soils condition EN8 and advice Ena1 should be applied. As the proposal does not involve a subdivision application officers recommend that only an advice note be placed on the DA approval.

The submission received from DBCA identifies that the southern portion of Lot 510 contains an area of Conservation Category Wetland (CCW). The proposal will not involve any vegetation clearing or encroachment into the wetland area. The area is partially fence off. Additional fencing would need to be installed to comply with the recommendation from DBCA.

Precedents

The Shire has been involved with other similar projects such as the construction of the Football Pavilion and the Softball Pavilion at Glenhuon Oval, Reserve 50882.

Budget Implications

The Shire has waived the Development Application fee of \$8191 for this application submitted by the Eaton Bowling & Social Club Inc. The reason for waiving the fee is that the applicant is a local community group and development is to occur on land managed by the Shire of Dardanup.

Budget – Whole of Life Cost

Ongoing management and maintenance costs will need to be considered and Asset Management Plans for the new financial year would need to be updated. The current lease will expire on 24 September 2034. The lease would need to be re-established to include both clubs (now the Eaton Bowling and Social Club Inc.) and to include the maintenance expectations regarding the new building and the updated terms and conditions.

State Government and Council Policy Compliance

Acts & Regulations

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Aboriginal Heritage Act 1972*

Schemes

- *Town Planning Scheme No. 3*
- *Greater Bunbury Region Scheme*

Council Policy

- CP032 – Wood encouragement
- CP060 – Storm water discharge from buildings
- CP093 – Sustainability

State Planning Policies

- SPP 3.7 Planning in Bushfire Prone Areas

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.1F – Part 1 - Page 37) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Application for Development Approval for demolition of the existing bowling club building and the construction of a new facility at Lot 510 Pratt Road.
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Service Interruption The risk is mitigated by ensuring the project stay on track and progress as planned.
	Legal and Compliance Officers will work with DPLH to amend the management order, if required. Officers have appointed a consultant to prepare the necessary s18 application on behalf of the Shire. It is to be noted that the Reserve has been used for the bowling club purposes for a long time since the construction of the facility and therefore this is not considered a high risk.
	Reputational The risk is mitigated by ensuring the project stay on track and progress as planned.
	Environment It is recommended to condition the DA approval to ensure that the wetland is fenced/demarcated to ensure no encroachment of vehicles and development into this area.

Officer Comment

The submissions, regulation and policy requirements will be addressed on a topic-based assessment for consideration by Council.

➤ *Planning Framework*

- *Planning and Development (Local Planning Schemes) Regulations 2015*

Clause 67 of the Deemed Provisions outlined within the Planning LPS Regulations contains a list of matters to be considered by Local Government when determining an application for Development Approval. The relevant matters to be considered pursuant to Clause 67 are addressed in (Appendix ORD: 12.1G – Part 1 - Page 38).

- *Aboriginal Heritage Act 1972*

A consultant has been appointed to undertake the necessary Due Diligence and submit the relevant Section 18 application if required under the act. This should not delay the DA consideration by Council, however, ground disturbing works should not commence without the necessary approvals in place under the Aboriginal Heritage Act 1972. An advice note will be included on the DA to this effect.

- *Town Planning Scheme No. 3*

Lot 510 has a dual zoning. Pursuant to TPS3 the northern part of the lot is Zoned 'Other Community' and the remainder of the lot is a Local Scheme Reserve for 'Recreation' purposes.

The proposed land uses that may be considered in the 'Other Community' zone are:

- Club Premises is a 'D' use;
- Community Purposes is a 'P' use;
- Public Amusement is a 'D' use;

Club Premises 'means premises used by a legally constituted club or association or other body of persons united by a common interest.'

Community Purpose 'means the use of premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit.'

Public Amusement 'means the use of land or a building or buildings as a theatre, cinema, dance hall, skating rink, swimming pool, and gymnasium or for amusement games'.

Under the provisions of the Shire of Dardanup Town Planning Scheme No 3, the proposed uses are discretionary uses in the zone.

As the proposal is for a shared facility that will be used by the Bowling Club and the Senior Citizens for their own activities, and also for the hiring out the building to third parties for social or recreational activities. It is considered the function area component of the building is primarily suited to the hosting of activities of a recreational/social nature and the opportunity for the premises to be made available to members of the public (for a range of private functions), has direct benefit to the community. Furthermore, this provides the club with a source of revenue that assists the club's ability to carry out its core functions which in turn is considered to be of benefit to the community at large.

- *State planning policies - SPP 3.7 Planning in Bushfire Prone Areas*

Lot 510 is located within a designated Bushfire Prone Area. The provisions of State Planning Policy 3.7 – 'Planning in Bushfire Prone Areas' should be adhered to when considering development on this property. An independent Bushfire Assessor was engaged to determine the appropriate Bushfire Attack Level for the development. A BAL-12.5 was identified. The BAL assessment report is contained in (Appendix ORD: 12.1G – Page 38). Although policy 3.7 triggers a BMP officers consider that exemptions may apply as the proposal is for the demolition of an existing facility and

the replacement thereof with a new building. Although the footprint of the building will be slightly bigger the number of people that the facility will be catering for remains 200.

Officers recommend that the application be conditioned to a maximum number of patrons of 200 and that this number may be increased with the written consent of Council after further consideration under SPP3.7. Further to the additional advice received from DFES, Officers recommend that an advice note to be included on the DA approval that reads as follows: *As the building is a class of building not covered by AS3959:2018, it is recommended that the building be constructed to utilise all of the elements of AS3959 that apply to BAL-12.5.*

➤ *Concern raised in the submissions received*

• *Noise*

The submissions received identified that potential noise generated from the proposed development could create issues for nearby residents. The main concern is the use of the building to host functions. The Environmental Protection (Noise) Regulations 1997 (Noise Regulations) prescribe the maximum noise levels that are permitted in Western Australia. Compliance with the Noise Regulations will be a requirement of any person or group using the building for any purpose. If compliance with the Noise Regulations is not adhered to, enforcement action can be undertaken by the Shire. However, in order to minimise the likelihood of noise levels exceeding those prescribed by the Noise Regulations, officers recommend that a Noise Management Plan (NMP) be prepared and approved by Council as a condition of Development Approval. The NMP would apply to the operation of the facility and the club would need to ensure that all users of the facility are aware of the requirements of the NMP to achieve compliance.

A similar condition was imposed on the Football and Softball Pavilions at Glenhuon Oval. If breaches of the Noise Regulations occur, further noise mitigation measures may be needed to be implemented by Council and/or the applicant.

• *Traffic and Carparking*

The parking requirement for club premises is 1 bay for every 4 persons the facility is designed to accommodate. It is noted that the proposal is not to increase the 200 people for which the current license is satisfactory.

$200/4 =$ requiring 50 parking bays for this facility

There are 40 bays available in the existing car parking area. Overflow parking is available south of the second bowling green on the western side of the new building.

➤ *Officer Recommendation*

The proposed uses of the new Eaton Bowling and Social Club building at Lot 510 Pratt Road are considered to be consistent with the land uses of 'Club Premises', 'Community Purpose' and 'Public Amusement', which may be approved within the 'Other Community' zoning of TPS3 and therefore it is recommended that Council grant Development Approval subject to appropriate conditions that address the submissions received and concerns raised during the advertising of the proposal.

Council Role - Quasi-Judicial.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Authorises the Chief Executive Officer to write to the Department of Planning, Lands and Heritage in order to seek that the Management Order be changed (if required), to reflect the use of the land for the purpose of Recreation, Club Premises and Public Amusement purposes to align with the zoning of the northern part of Reserve 27516 which is zoned "Other Community"; and**
- 2. Approves the Application for Development Approval to demolish the existing bowling club building and for the construction of a new bowling club and social club facility to be used for purposes of 'Club Premises', 'Community Purpose' and 'Public Amusement' at Lot 510 Pratt Road, Eaton subject to the following conditions:**
 - 2.1. The layout of the site and the size, design and location of the buildings and works permitted must accord with the endorsed plan and must not be altered or modified without the further written consent of Council.**

**P1 (Site Plan) received at the Shire's Offices on 5-08-2020;
P2 (Ground Floor Plan) received at the Shire's Offices on 13-10-2020;
P3 (Elevation Plan) received at the Shire's Offices on 5-08-2020; and
P4 up to and including P12 (Architectural Impressions) received at the Shire's Offices on 5-08-2020.**
 - 2.2. Noise Management Plan shall be prepared by the applicant and submitted to the Council for approval prior to the use of the proposed development for social functions and be implemented thereafter to the satisfaction of the Shire. The Noise Management Plan shall provide measures to mitigate any potential noise impacts generated from the approved use on nearby residents and ensure compliance with the Environmental Protection (Noise) Regulations 1997.**
 - 2.3. Where no fencing exists, the applicant is to construct fencing and/or bollards along the edge of the wetland vegetation to prevent vehicle encroachment and clearing of wetland vegetation prior to occupation of the building.**
 - 2.4. A maximum number of patrons of 200 may be accommodated in the building and this number may be increased with the written consent of Council after further consideration under State Planning Policy 3.7.**

Advice Notes:

- Note 1: The applicant is advised to contact the Department of Planning, Lands and Heritage (Aboriginal Heritage) prior to conducting any proposed ground disturbing works to determine whether any**

approvals are required pursuant to the Aboriginal Heritage Act 1972.

- Note 2:** Should the club wish to install floodlights in future, this would need a further Development Approval to be submitted for consideration and approval by Council. An application for floodlights would need to demonstrate compliance with *Australian Standard 4282 – 1997 ‘Control of the Obtrusive Effects of Outdoor Lighting’* to mitigate any adverse impacts the lights may have on nearby landowners.
- Note 3:** Prior to the commencement of any site works, a site assessment may be required to be undertaken on the advice of the Department of the Environment, to determine whether acid sulphate soils are present on the land, and if present, their extent and severity.
- Note 4:** As the building is a class of building not covered by AS3959:2018, it is recommended that the building be constructed to utilise all of the elements of AS3959 that apply to BAL-12.5.

12.2 Title: SDev CP044 – Donations and Grants Policy Review

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway - Manager Place & Community Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The purpose of this policy is for Council to consider a review of policy SDev CP044 – Donations and Grants (Appendix ORD: 12.2A – Part 1 - Page 52) to include consideration towards awards ceremonies.

Background

This policy was amended by Council in July 2020 to include the category of Regional Event Grants [Res: 208-20] and was further reviewed and adopted at the OCM held 30 September 2020, Policy Manual Review [Res: 270-20]. The purpose of this funding category is to attract and support events with a regional attraction that:

- Results in an economic impact to the Shire by way of increasing visitor numbers and expenditure;
- Attracts media coverage that raises the profile of the region as a tourist destination;
- Involves and inspires the local community;
- Improves the vibrancy and vitality of the Shire of Dardanup;
- Supports job creation; and
- Highlights and profiles the unique features of the place and/or Shire.

At the Grants and Scholarships Committee meeting held 7 October 2020, the Committee resolved [GAS 05-20]:

“THAT the Grants Awards & Scholarship Committee recommends that Council:

- 1. Support the 2021 South West Business Excellence Awards through BSW Connect – Business South West by taking up a Premium Partnership package of \$5,000 (plus GST);*
- 2. Authorises expenditure of \$5,000 (plus GST) to sponsor the 2021 South West Business Excellence Awards from the Tourism and Events Grants Funding;*
- 3. Requests the CEO to review Policy CP044 Community and Events Grants to include consideration towards Awards.*
- 4. Acknowledges this will have nil impact on the end-of year forecast surplus for 30 June 2021.”*

This report addresses point three of the above-mentioned recommendation.

Legal Implications - None.

Strategic Community Plan

Strategy 3.2.1 - Deliver a high level of Community Programmes & Services that encourages social connectedness, facilitates an accessible, inclusive environment for our diverse community. (Service Priority: Very High)

Strategy 3.3.1 - Promote and encourage volunteering within the Shire of Dardanup.

(Service Priority: High)

Strategy 3.3.2 - Support volunteer groups within the Shire of Dardanup. (Service Priority: High)

Strategy 3.1.1 - To foster Creativity in the community through our public spaces and urban environment. (Service Priority: High)

Strategy 3.1.2 - Promote Creative Participation by supporting the development of opportunities for artists and creative minds. (Service Priority: High)

Strategy 4.2.1 - To be a visitor destination: Become a choice destination for tourists, visitors and our own residents. (Service Priority: Very High)

Environment - None.

Precedents - None.

Budget Implications

Budget allocations exist for the grants in the 2020-21 Annual Budget as follows.

Grant	Number	FY	Funding	Comments
Community Grants	GL 1119504	20/21	\$49,880	
Minor Community Grants	JO8714	20/21	\$25,000	
Education Grants	GL 0812001	20/21	\$1,350	Annual School Awards
PD Grants	GL 0817010	20/21	\$10,000	
Tourism & Events Grants	GL 1312501	20/21	\$25,000	Regional Events assistance

Budget – Whole of Life Cost

Is it suggested that Council consider increasing the budget for Tourism & Events Grants GL 1312501 in future financial years to \$35,000.

It is anticipated that from 2021-22 onwards the Shire will see a return of its annual events and festivals which were postponed or cancelled this financial year due to COVID-19. Should Council decide to continue to support previously funded annual events including the Bull and Barrel Festival, Bunbury Geographe Gift, Art Spectacular, Eaton Foreshore Festival and the Business South West Awards a large proportion (totalling \$21,120 based on previously funded amounts) of this budget will be expended thus limiting the potential to attract new regional events and support the growth of existing events.

Council Policy Compliance

Council policy SDev CP044 was last amended by Council on 29 July 2020 [Res: 208-20]; and reviewed and adopted by Council on 30 September 2020 [Res: 270-20].

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.2B – Part 1 - Page 56) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	SDev CP044 – Donations and Grants Policy Review
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Council funds misused by grant recipient
	Reputational Reduced reputational gain through not funding tourism and economic events

Officer Comment

In August 2020, a request from BSW Connect was received in relation to their 2020 South West Business Excellence Awards (postponed to 2021 due to COVID-19). The requested amount is to take up a Premium Partner sponsorship package the value of \$5,000 (GST exclusive). As it stands, this event would be ineligible for funding under the SDev CP044 – Donations and Grants policy as awards and prizes are ineligible, as are events held outside of the Shire of Dardanup.

However, Council could resolve to vary the policy and given that this is the first year that this policy incorporates tourism and economic events and the budget was restructured to provide for this, Officers recommend that Council support the proposed amendments to the policy highlighted in (Appendix ORD: 12.2A – Part 1 - Page 52).

The 2020-21 financial year has been an anomaly for event funding given many events have been postponed or cancelled due to COVID-19 restrictions and event requirements. In future years as we see the return of regional economic and tourism events to the Shire and surrounding areas it is expected that demand for this funding will exceed the resources available. It is therefore recommended that Council increase the budget to support tourism and economic events which will support broader economic benefits to our Shire.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Includes as a budget consideration item for the 2021/22 budget an increased allocation from \$25,000 to \$35,000 for Tourism and Events Grants.**
- 2. Adopts the amended Policy ‘SDev CP044 - Community and Event Grants Policy’ as follows:**



POLICY NO:-

SDev CP044 – COMMUNITY & EVENTS GRANTS POLICY**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:			OCM:	Res:	Synopsis:	
	1	DEV10	OCM:	10/05/12	Res:	Policy created.
Version:	3	CP044	SCM:	26/07/18	Res: 251-18	Reviewed Policy Adopted
	4	CP044	OCM:	14/08/19	Res: 243-19	Reviewed and Adopted by Council
	5	CP044	OCM:	29/07/20	Res: 208-20	Reviewed and Adopted by Council
	6	SDev CP044	OCM:	30/09/20	Res: 270-20	Amended and adopted by Council
	7	SDev CP044	OCM:	28/10/20	Res: ??-20	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE AND OBJECTIVES

To provide financial support to not-for-profit community groups, organisations and individuals for projects and events that benefit the Shire of Dardanup community.

3. POLICY

The policy sets out the criteria for each category of financial support available. There are three (3) categories:

- Community Grants
- Community Event Grants
- Regional Event Grants

3.1 Community Grants

The Shire of Dardanup will make an annual allocation of funds in its budget to provide financial assistance to not-for-profit community groups, organisations and individuals that can demonstrate an association with the Shire.

Community grants are available for projects and activities within the Shire of Dardanup that;

- Foster the distinctiveness of places through the personalisation of community areas;
- Activate public places;
- Build the skills and capacity of the community;
- Leave a lasting positive impact on the community;
- Promote accessibility and inclusivity for all members of the community;
- Empower groups to be proactive in the community.

Funding falls into three levels: -

Level 1: Quick Response Community Grants (\$0 - \$500)

Funding of up to \$500 and a maximum 100% of the total project cost is available to unincorporated and incorporated not-for-profit community groups, organisations and individuals. Should an individual or unincorporated group be successful, the funds will be auspiced by the Shire of Dardanup on behalf of the successful applicant.

Level 1 grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

Level 2: Community Grants (\$0 - \$1000)

Funding of up to \$1,000 and a maximum 100% of the total project cost will be available to not-for-profit incorporated community groups and organisations.

Level 2 grants will be open for application twice per year.

Level 3: Community Grants (\$1001 - \$5000)

Funding between \$1,001 to \$5,000 and a maximum 50% of the total project cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or donations from other sources.

Level 3 grants will be open for application twice per year.

3.2 Community Event Grants

The Shire of Dardanup will make an allocation of funds in its budget to provide financial assistance to community groups, organisations and individuals who can demonstrate the capacity to run quality, well-organised events within the Shire of Dardanup.

Community event grants are available for free-to-attend events held within the Shire of Dardanup that benefit the community and activate places.

Funding falls into three levels: -

Level 1: Quick Response Minor Community Events (\$0 - \$500)

Funding of up to \$500 and a maximum 100% of the total event cost is available to unincorporated and incorporated not-for-profit community groups, organisations and individuals. Should an individual or unincorporated group be successful, the funds will be auspiced by the Shire of Dardanup on behalf of the successful applicant.

Level 1 grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

Level 2: Community Event Grants (\$0 - \$1000)

Funding of up to \$1,000 and a maximum 100% of the total event cost will be available to not-for-profit incorporated community groups and organisations.

Level 2 grants will be open for application twice per year.

Level 3: Community Event Grants (\$1001 - \$5000)

Funding between \$1,001 to \$5,000 and a maximum 50% of the total event cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

Level 3 grants will be open for application twice per year.

3.3 Regional Event Grants

The Shire of Dardanup will make an allocation of funds in its budget to provide financial assistance to community groups, organisations and businesses who can demonstrate the capacity to run quality, well-organised events with a regional attraction. Events should be held within the Shire of Dardanup and/or raise the profile of the Shire of Dardanup.

Regional Event Grants are available for events that;

- Results in an economic impact to the Shire by way of increasing visitor numbers and expenditure;
- Attracts media coverage that raises the profile of the region as a tourist destination;

- Involves and inspires the local community;
- Improves the vibrancy and vitality of the Shire of Dardanup;
- Supports job creation; and
- Highlights and profiles the unique features of the place and/or Shire.

Funding will be available up to \$10,000 per application and a maximum 50% of the total event cost. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

Regional Events Assistance grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

4. ELIGIBILITY

To be eligible to receive a grant from the Shire of Dardanup, the applicant must:

- Meet the criteria as detailed in items 3.1, 3.2, and 3.3 of this policy.
- Be based within the Shire of Dardanup, or the majority of members of the application organisation are residents of the Shire of Dardanup, or the application organisation provides a benefit to residents and/or business owners within the Shire of Dardanup.
- Be a registered incorporated not-for-profit organisation; or for applicable categories as detailed in items 3.1 and 3.2 of this policy, be an unincorporated not-for-profit organisation or individual auspiced by an incorporated not-for-profit organisation or the Shire.
- Submit an application through the prescribed forms and within the timelines specified. No late applications will be accepted.
- Submit documented estimates of expenditure as part of the application.
- Have all appropriate insurances.
- Carry out the activity within the financial year the grant is applied for; or for Regional Economic Grants within 18 months from approval of funding.
- Receive prior approval for any substantial changes to an application.

The following are eligible for funding:

- Promotion and advertising;
- Event or conference sponsorship, and award ceremonies;
- Traffic management;
- Waste management;
- Security;
- Entertainment, artist and/or talent fees;
- Facilitator fees;
- Venue hire;
- First aid;
- Portable toilets, public use only;
- Equipment purchase and hire;
- The purchase of capital equipment, materials, and equipment;
- Shire of Dardanup in-kind services on application. Any in-kind funding requested must be discussed with a council officer and is subject to availability and approval by the Chief Executive Officer.

Funding will not be available for the following:

- Professional fees including salaries and wages, consultants, project managers and event coordinators;
- Ongoing operational expenses;
- Retrospective funding or items already ordered;
- Deficit funding – for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue;
- State or Commonwealth Government Departments or Agencies, or profit-based business enterprises;
- Events that are not open for attendance by the general public;
- Team uniforms;
- Personal travel;
- Activities that exclude or offend minority groups within the Shire of Dardanup;
- Activities that already receive Shire of Dardanup funding the same financial year;

- Applications that conflict with the Shire of Dardanup Strategic Community Plan.
- If a satisfactory acquittal has not been submitted for previously funded applicants no further grants will be made available to the applicant.

5. PROCEDURE/ASSESSMENT

5.1 Application Assessment Procedure

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding.

Applications are required to demonstrate the benefits to the Shire of Dardanup community. Preference will be given to projects with demonstrated community support.

It is anticipated that funding will not be provided every year for the same event or project as organisers should aim to become financially self-sufficient in the medium to long term.

The application and assessment procedure is as follows:

- Applications must be made on the prescribed forms and within the timeframe specified.
- Applications for Community Grants (Level 1) and Community Events (Level 1) will be assessed by the Manager Place & Community Engagement and Director Sustainable Development and referred to the Chief Executive Officer for determination under the delegation of Council. Decision on applications will be made within 6 weeks of receiving application.
- Applications for Community Grants (Levels 2 & 3) and Community Events (Levels 2 & 3) will be assessed by the Manager Place & Community Engagement and referred to the Grants, Awards & Scholarships Committee for determination. All applications will be presented to Council for final approval. Approval process takes a minimum of six weeks.
- Applications for Regional Event Grants will be assessed by the Manager Place & Community Engagement and referred to Council for determination. Approval process takes a minimum of six weeks.
- All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.
- Decisions regarding funding applications are final and will not be reconsidered in that funding round.
- A Grant Acquittal (Form 116) and supporting documentation of your total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

12.3 Title: Regional Event Grant Application – Ferguson Valley Marketing Inc

Reporting Department: Sustainable Development Directorate
Reporting Officer: Ms Melanie Ring - Place & Community Officer
Legislation: Local Government Act 1995

Overview

The purpose of this report is for Council to consider a Regional Event grant application submitted by Ferguson Valley Marketing Inc. The regional event grant application for \$10,000 falls under the recently adopted policy *SDev CP044 Community & Events Grants Policy*. A concept report has been submitted in regards to the event application to support the application (Appendix ORD: 12.3A – Part 1 - Page 57).

Background

On 29 July 2020, Council adopted the new Community & Events Grants Policy (SDev CP044) which saw the addition of funding allocated for Regional Events being held within the Shire. The grants are available for events held within the Shire of Dardanup that;

- Results in an economic impact to the Shire by way of increasing visitor numbers and expenditure;
- Attracts media coverage that raises the profile of the region as a tourist destination;
- Involves and inspires the local community;
- Improves the vibrancy and vitality of the Shire of Dardanup;
- Supports job creation; and
- Highlights and profiles the unique features of the place and/or Shire.

Funding will be made available up to \$10,000 per application and a maximum 50% of the total event cost. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

The application from Ferguson Valley Marketing Inc is the first application to be received under the new policy.

Legal Implications - None.

Strategic Community Plan

Strategy 4.2.1 - Develop the local tourism sector to become a choice destination for tourists, visitors and our own residents. (Service Priority: Very High)

Strategy 4.2.3 - Foster and promote the Ferguson Valley as a tourism destination. (Service Priority: Very High)

Strategy 3.1.2 - Promote Creative Participation by supporting the development of opportunities for artists and creative minds. (Service Priority: High)

Strategy 3.2.1 - Deliver a high level of Community Programmes & Services that encourages social connectedness, facilitates an accessible, inclusive environment for our diverse community. (Service Priority: Very High)

Strategy 3.1.1 - To foster Creativity in the community through our public spaces and urban environment. (Service Priority: High)

Environment - None.

Precedents - None.

Budget Implications

Council allocated \$25,000 (GL 1312501) to Regional Events grants in its 2020/21 Annual Budget. The funding will be open for application on an ongoing basis until the allocated funding has been exhausted.

The application from Ferguson Valley Marketing Inc is for a total of \$10,000. The total event budget is \$86,700 with additional finding being sought from the State Government, City of Bunbury, and event income. Should Council approve the application, the remaining funds available for future regional event applications is \$15,000.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Agenda item is in relation to *SDev CP044 Community & Events Grants Policy*. Adopted by Council on 29 July, 2020.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.3B – Part 1 - Page 90) for full assessment document.

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Lost and Found Event (Regional Event Grant application)
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council's reputation could be impacted dependant on their decision on the Regional Event grant application.

Officer Comment

A Regional Event Grant application has been received from Ferguson Valley Marketing Inc. The event is to be called 'Lost and Found' and will be held over three days in September 2021.

The Ferguson Valley Marketing Inc is dedicated to promoting the Ferguson Valley and the Shire of Dardanup to visitors and tourists, including its natural and man-made attractions, tourism related businesses and sponsorships and key events held within the Shire of Dardanup.

The aim of the event is to create a sustainable festival and not compete with other festivals/events in the region. The objectives of the event are to:

Attract: Visitation to the Ferguson Valley, the Wellington Forest and Bunbury.

Inspire: Change the perception of the Ferguson Valley, Wellington Forest and Bunbury, and establish an emotive connection.

Inform: Build awareness for the Ferguson Valley, Wellington Forest and Bunbury and its offerings.

Activate: Increase product development and visitation to the Ferguson Valley/Wellington Forest.

Unite: Expand the growing sense of continuity and unity within the Ferguson Valley, Wellington Forest, Bunbury and the greater region.

The event proposal is to hold a festival using the umbrella event model which allows all businesses in the Ferguson Valley and Wellington Forest to participate by providing individual event concepts that contribute to the complete festival program run over three days in September 2021. The funding request for \$10,000 will be to cover event marketing fees (\$8,000) and program advertising (\$2,000).

The inclusion of a range of businesses for the festival is to be able to provide tourists and locals with a high level type festival, with various types of experiences and accommodation options for a wide demographic who wish to see what the Ferguson Valley can offer. It is anticipated that in the first year of the event being run, there will be between 20-30 individual events held across the region including Bunbury and the Ferguson Valley over three days.

The suggested event concepts the participating businesses will offer to fit the proposed theme are;

- Produce-driven events
- Focus on Paddock to Plate and meeting the producers
- Pop-up live music locations
- Paint and sip workshops
- Showcase hero experiences in the region

The economic impact the event is expected to have is as below (as per application form);

Expected number of visitors to attend event from <u>outside</u> the Shire of Dardanup LGA?	1800 - 4500		
How long are the visitors expected to stay?	1 – 3 days		
Top three (3) target market demographics (age, gender & location – e.g. families from greater SW)	Culture Vultures Escape & Connect The Beaten Track		
What is the expected expenditure of visitors?	As per attachment to application:		
	Est number of visitors	1,800	-
	Avg length of stay	2 nights	Based on avg by all visitors
	Visitor nights	3,600	-
	SW avg daily spend (2019 domestic visitors)	\$153.00	Source: TWA South West Tourism Facts 2019
	Total expenditure	\$550,800.00	-
How will your event partner with other local businesses such as attractions, accommodation etc, to extend visitor length of stay?	The umbrella event allows all businesses in the Ferguson Valley/Wellington Forest to participate by providing individual event concepts that sit on a complete festival program. This would be marketed under a collective brand or 'umbrella' to encourage a united message and collaborative approach.		

The destination profile (marketing and promotion) the event is expected to create (as per application form);

<p>How will your event assist with the promotion of the destination, as well as encouraging pre and post-event visitation to the area?</p>	<p>Build awareness of tourism offerings to key target markets by including a range of events that highlight the tourism experiences on offer in the Ferguson Valley Wellington Forest region.</p> <p>Increasing awareness of the region as an attractive tourism destination by driving extended overnight visitation (beyond day trippers) to the Ferguson Valley Wellington Forest region while still being inclusive and accessible for the local market.</p> <p>Therefore the event will look at attracting a targeted mix of local, South West and Perth-based residents.</p> <ul style="list-style-type: none"> • Local & Regional (South West) (50%) • Perth (50%).
<p>How will your event acknowledge the Shire of Dardanup for funding support and a destination of the south west?</p>	<ul style="list-style-type: none"> ✓ On your website ✓ Social media channels ✓ Event collateral (eg. Posters, program etc) ✓ Other: Other printed material & open event opportunities to promote.
<p>How does your event align to the Shire of Dardanup Strategic Community Plan (2018-2028)?</p>	<p>Outcome 3.1 - 3.1.2 Outcome 3.2 - 3.2.1 Outcome 3.3 - 3.3.1 & 3.3.2 Outcome 4.2 - 4.2.1, 4.2.2 & 4.2.3 Outcome 4.3 - 4.3.1, 4.3.2 & 4.3.3</p>

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Supports the request from Ferguson Valley Marketing Inc for a Regional Event grant contribution of \$10,000 towards the 'Lost and Found' event scheduled for September 2021.**
- 2. Acknowledges that if the event does not proceed, the funds are to be returned in full to the Shire of Dardanup.**

12.4 Title: Local Government Animal Welfare in Emergencies Grant Program

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Erin Hutchins - Coordinator - Emergency & Ranger Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The Shire has been successful in its application for Local Government Animal Welfare in Emergencies Grant Program worth \$11,000.00 (including GST) to enable the review of the Shires Animal Welfare Support Plan including an exercise to test its effectiveness as well as community engagement (Review-Test-Promote). Officers are recommending that Council accept this grant.

Background

WALGA in partnership with the Department of Primary Industries and Regional Development (DPIRD) delivered a small grants program to build resilience to the impact of emergencies on animal welfare through capacity building activities in WA Local Government areas.

The Shire took advantage of the program and made application for grant funding to review, test and promote the Shires Animal Welfare Support Plan. Notification has been received from WALGA that the Shires application was successful as provided at (Appendix ORD: 12:4A – Part 1 - Page 91). Upon signing the grant agreement and the issuing of an invoice (no later than Friday 30 October 2020), the Shire will receive grant funding of \$11,000.00.

Legal Implications

The Local Government Act 1995 requires the Council to consider and approve any changes to the budget.

6.8. *Expenditure from municipal fund not included in annual budget*

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government;*
 - or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

(1a) *In subsection (1) —*

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) *Where expenditure has been incurred by a local government —*

- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year;*
and
- (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

*Local Government Act 1995**S6.10. Financial Management Regulations**Regulations may provide for —*

- (a) the security and banking of money received by a local government; and*
- (b) the keeping of financial records by a local government; and*
- (c) the management by a local government of its assets, liabilities and revenue; and*
- (d) the general management of, and the authorisation of payments out of —*
 - (i) the municipal fund; and*
 - (ii) the trust fund,**of a local government.*

*Local Government (Financial Management) Regulations 1996**R11. Payments, procedures for making etc.**R12. Payments from municipal fund or trust fund, restrictions on making*

- (1) A payment may only be made from the municipal fund or the trust fund —*
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) otherwise, if the payment is authorised in advance by a resolution of the Council.*
- (2) The Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the Council.*

In delivering the project, the Shire is required to comply with all relevant Commonwealth and state/territory legislations and regulations, including;

- Emergency Management Act 2005
- Biosecurity and Agriculture Management Act 2007
- Bush Fires Act 1954
- Animal Welfare Act 2002

Strategic Community Plan

Strategy 1.3.3 - Maximise Shire grant funding. (Service Priority: Flagship)

Strategy 3.4.1 - To enable community safety and a sense of security. (Service Priority: Very High)

Strategy 3.4.2 - Maintain appropriate emergency services and planning. (Service Priority: Very High)

Strategy 3.5.1 - To protect public health and safety. (Service Priority: High)

Environment - None.*Precedents* - None.*Budget Implications*

As per the funding conditions provided at (Appendix ORD: 12.4B – Part 1 - Page 93), the Shire being a Band 3 Local Government, must contribute 25% towards the project. This contribution can be 'In-Kind' which includes staff time or resources, without the need to contribute a cash component.

Currently, the Local Government Animal Welfare in Emergencies Grant revenue is not recognised in the 2020-2021 Annual Budget. The Shire will receive full funding once submitting a signed grant agreement

and the issuing of an invoice (no later than Friday 30 October 2020). The Shire will be required to allocate a general ledger to track expenditure.

Budget – Whole of Life Cost - None.

Council Policy Compliance - CP090 – Community Engagement.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.4C – Part 1 - Page 105 and Appendix ORD: 12.4D – Part 1 - Page 107) for full assessment documents.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Failure to comply with the conditions of the Local Government Animal Welfare in Emergencies Grant Program
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Failure to comply with the conditions of the Local Government Animal Welfare in Emergencies Grant Program will cause payment of grant funding to be declined resulting in financial losses.
	Legal and Compliance Failure to comply with the conditions of the Local Government Animal Welfare in Emergencies Grant Program will cause the termination of the agreement for default.
	Reputational Failure to comply with the conditions of the Local Government Animal Welfare in Emergencies Grant Program will cause the grantor to decline future grant applications made by the Shire.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Failing to accept Local Government Animal Welfare in Emergencies Grant Program Funding will leave the Shire unable to provide effective support for animals in an emergency.
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Failing to accept Local Government Animal Welfare in Emergencies Grant Program Funding will leave the Shire unable to provide effective support for animals in an emergency resulting in prosecution.
	Reputational Failing to accept Local Government Animal Welfare in Emergencies Grant Program Funding will leave the Shire unable to provide effective support for animals in an emergency and will cause public news items in the media.
	Environment Failing to accept Local Government Animal Welfare in Emergencies Grant Program Funding will leave the Shire unable to provide effective support for animals in an emergency will cause significant impacts.

Officer Comment

Officers have planned a three step project to review, test and promote the Shires current but out of date Animal Welfare Plan (AWP). It is anticipated that by undertaking a review process with key local stakeholders, that incorporates a desktop exercise, will assist in the development of comprehensive and robust arrangements that support the Shire’s Local Emergency Management Arrangements in the coordination of animal welfare services before, during and after an emergency.

AWP ‘Review’ intends to:

- Provide a framework and control structure to manage animals in an emergency that allows for staggered scaling up of response and recourses in line with the scale and severity of the emergency and its impacts.
- Incorporate an ‘All Hazards’ approach to all species for a wide range of emergency situations that are likely to impact on the welfare of domestic pets, livestock and wildlife.
- Outline the processes for inter-agency cooperation at all stages of the emergency management cycle including preparedness, prevention (mitigation), response and recovery.

AWP ‘Desktop Exercise’ will be developed using the ‘SMART Approach’ and intends to:

- To increase understanding of roles and responsibilities within the AWP in an emergency scenario context.
- To identify weaknesses and test solutions in a controlled, safe environment to enhance capability and contribute to improvements.
- Develop networks and build support between local animal welfare organisations and government agencies to ensure effective implementation of the AWP.

AWP 'Community Engagement Plan' intends to:

- Inform and empower the community to exercise choice and take responsibility for their animals before, during and after and emergency.
- Promote disaster preparedness and the planning tools available to assist individuals, families and businesses to better prepare themselves, their pets and livestock.

By taking advantage of the Local Government Animal Welfare in Emergencies Grant Program and accepting the successful allocation of \$11,000.00, the Shire will be able to review, test and promote the Shires Animal Welfare Support Plan. Officers recommend that the Shire accept the Local Government Animal Welfare in Emergencies Grant funding and allocate a general ledger to track expenditure.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Authorises the Chief Executive Officer to accept and sign the Animal Welfare in Emergencies Grant Program Funding Agreement by Friday 30 October 2020, to enable the Shire to review, test and promote the Shire's Animal Welfare Support Plan.**
- 2. Acknowledges and authorises unbudgeted income in the 2020-2021 Annual Budget of \$11,000 (including GST) from WA Local Government Association (WALGA) in partnership with the Department of Primary Industries and Regional Development (DPIRD) for the Shire to review, test and promote the Shire's Animal Welfare Support Plan.**
- 3. Authorises unbudgeted expenditure in the 2020-2021 Annual Budget of \$11,000 for the Shire to review the Shire's Animal Welfare Support Plan.**
- 4. Allocates a general ledger to track expenditure and allow for the Shire to receive the funding of \$11,000.00 (including GST) from WALGA in partnership with the Department of Primary Industries and Regional Development.**

By Absolute Majority

12.5 Title: Tender RFTF0172403 – Eaton Blue Wren Drive Intersection Construction of Roundabout

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Luke Botica - Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>

Overview

This report provides Council with the results of the evaluation of tenders for the Eaton Blue Wren Drive Intersection Construction of Roundabout Project, and recommends that Council does not award a contract for this project. The tenders received have exceeded the budget allocation and the contract threshold for the Chief Executive Officer and is therefore presented to Council for consideration.

Background

Tenders closing on the 28 August 2020 were called for the construction of a new roundabout at the intersection of Eaton Drive and Blue Wren Drive. Although the Shire's tender portal indicated that a number of tender packages were downloaded, no submissions were actually received by the Shire at tender closing. It was decided by staff that tenders be called again.

Tenders closing on 25 September 2020 were called for the project. The project scope and tender documentations remained the same.

Tenders were placed on the online Tenderlink portal and publically advertised as per the below:

- South Western Times newspaper; and
- West Australian newspaper

The tender called for experienced and competent contractors to construct the proposed roundabout at the intersection of Eaton Drive and Blue Wren Drive. Tenderers were asked to submit a schedule of rates with prices being fixed for the duration of the contract.

The project is funded through the State Black Spot Program and consists of the construction of a roundabout at the Blue Wren Drive intersection and modifications to the Lavender Way intersection in order to allow legal and safe U-turns on Eaton Drive while maintaining current functionality of both intersections.

The project was identified through a road safety audit undertaken to address the growing concerns in regards to vehicles exiting Lavender Way and U-turning at the Blue Wren Drive intersection in order to gain access to Forrest Highway. The U-turns created a traffic hazard and was problematic at the intersection.

The roundabout also assisted right turn manoeuvres from Blue Wren Drive into the north bound carriageway of Eaton Drive. This was seen as being important long term in order to reduce future dependence on the Recreation Drive traffic signals for traffic leaving the Eaton Commercial Centre (i.e. overloading of this intersection and reduction in level of service). The roundabout would also provide the opportunity to move from the southbound carriageway to the northbound carriageway which would assist access to the mixed use properties along Eaton Drive (between Lofthouse Avenue and Hamilton Road).

During the 2018-2019 and 2019-2020 financial years several traffic studies were undertaken to determine the best option for the intersection. Consideration was given to an elongated roundabout

which would span to include both the Blue Wren Drive and Lavender Way intersections. Peer review of the traffic study and design by Main Roads WA resulted in a single roundabout at the Blue Wren Drive intersection being selected as the preferred option for design.

The design of the new roundabout was completed during the 2019-2020 financial year. The roundabout design identified and included the following works:

- The reconstruction of existing road pavement as well as road widening to suit the geometry of the roundabout. Road levels had to be adjusted to accommodate effective drainage of the road surface while maintaining ride quality.
- Service relocations, including light poles and associated power and gas mainline.
- Reconstruction of the Lavender Way intersection to suit changes to Eaton Drive at the approach to the roundabout.
- Construction of water sensitive urban design (WSUD) drainage swales in the adjacent road verge, including retaining walls to achieve the necessary storage volume.
- Retaining wall adjacent to existing properties to address the level difference and to accommodate the inclusion of pedestrian access around the roundabout.
- Shared paths around the roundabout connecting back to existing networks. These pathways would connect to bus stops and to appropriate crossing points. Note that roundabouts demand a higher level of pedestrian design for safety reasons.
- Additional lighting to accommodate pedestrian movements, and designed in such a way that light spill on nearby properties is minimised.
- Basic landscaping is to be included. Only a basic standard is able to be funded through the funding program, which includes brick paving, mulched areas, ground cover plants and WSUD plantings.

Two tenders were received, both exceeding the Shire available budget, and the matter is presented to Council for further consideration.

Legal Implications

Tenders have been called in accordance with the Local Government (Functions and General) Regulations 1996.

Strategic Community Plan

Strategy 1.1.2 - Keep our community informed through a wide variety of media that is accessible and open and responsive. (Service Priority: High)

Strategy 5.1.1 - Provide an efficient road network for the efficient movement of people and goods by road. (Service Priority: Very High)

Environment

The design incorporates WSUD principles into the drainage of the intersection. Stormwater runoff from the road is directed to WSUD vegetated swales adjacent to the intersection, treating the water at source, including infiltration typically of up to a 1 in 1 year storm event of 1 hour duration.

Precedents

The Shire has previously contracted out the construction of various intersections in the Shire. In 2016, the Eaton Drive and Glen Huon Boulevard intersection was modified by a contractor. This project was also funded through the Black Spot Program.

Budget Implications

The 2020-2021 Budget has the following allocations for the project:

Job No.	Description	Expenditure		Income		Net Cost to Council
		Shire	Contract	Black Spot	Reserve	
J12593	Roundabout	\$19,969	\$755,812	\$315,624	\$460,157	0
J12665	Pathway	\$1,840	\$44,132	0	\$45,972	0
J12667	Pathway	\$805	\$18,790	0	\$19,595	0
J12628	Pathway	\$1,840	\$43,972	0	\$45,812	0
J12668	Pathway	\$2,760	\$66,493	0	\$69,253	0
Totals		\$27,214	\$929,199	\$315,624	\$640,789	0

The cheapest tendered price came in at \$1,265,377 (ex GST). This combined with additional utility works not included in the contracted works of approximately \$60,000, would require the Shire to find an additional \$396,178 to be able to undertake the project. This would bring the total project cost to \$1,325,377. The other tendered price was higher at \$1,306,653 (ex GST).

It should be noted that the Shire is actually receiving a total of \$500,000 from the Black Spot Program for the roundabout works. A portion of this has already been received in 2019-2020 and has been placed in Reserve. The remaining balance of \$315,624 will be received in this current financial year.

State Black Spot funding is granted on a two-thirds State to one-third local government basis. Based on the two-thirds-one-third arrangement, the Shire could apply for additional Black Spot funding on the fact that the Shire has currently budgeted more than its one-third minimum requirement. The Shire's additional contribution to the project could leverage up to an additional \$412,826 of Black Spot funds if the funds were available. This could bring the total amount available for the project to \$1,369,239 at no net extra cost to Council:

	Expenditure		Income		Net Cost to Council
	Shire	Contract	Black Spot	Reserve	
Totals as per currently adopted budget	\$27,214	\$929,199	\$315,624	\$640,789	0
Additional funding		\$412,826	\$412,826		0
Possible Budget based on additional funding	\$27,214	\$1,342,025	\$728,450	\$640,789	0

If additional funds were available, there could be enough to undertake the project based on the cheapest tendered price.

The availability of Black Spot funds depends on whether funds have become available due to any other State Black Spot projects being cancelled or being completed under budget. Funds of this magnitude do not become available very often and if they do, it is not guaranteed that the Shire would receive its requested amount as there could be other projects also competing for the funds. The Regional Road Group (who administer the Black Spot Program) could make unspent funds (i.e. carry forward) available; however, these would need to be recovered from other Black Spot funding in the next financial year. In

this case, the Shire would have to carry the additional cost in the current financial year and recover the funds in the following financial year. This could be problematic if the Shire's reserve fund balance is low.

If the project was not carried out, the Shire would need to return the State Black Spot funds to the State. This would include forfeiting the funds yet to be received this financial year and returning the funds received in the previous financial years for this project. The Shire has received a total of \$264,376 previously for the project. Note that funds of \$80,000 were received by the Shire for stage one (analysis and design phase) of the project during the 2018-2019 and 2019-2020 financial years and \$184,376 (of \$500,000) awarded to stage 2 (construction phase) of the project was received in 2019-2020. If these funds are returned to the Program pool, there are sufficient Shire own funds in the 2020-2021 to cover this amount, leaving a surplus of \$376,413 in the road program.

Budget – Whole of Life Cost

The works are considered as a capital upgrade; however, it does consist of a capital renewal component as some of the existing pavement, surfacing and kerbing will be renewed. It should be noted that this project will add additional assets as the intersection will increase in area. This would be factored into the Shire's road asset inventory and Road Asset Management Plan.

Council Policy Compliance

CnG CP034 Procurement Policy and PR045 Procurement Procedure

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.5 – Part 1 - Page 109) for full assessment document.

Tier 3 – 'High' or 'Extreme' Inherent Risk.	
Risk Event	Project is constructed at higher cost/Black Spot Funding not available
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Return funds to the Program funding pool and not construct the roundabout
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	Financial Project is constructed at the higher cost and additional Black Spot funds do not become available.

Officer Comment

Two submissions were received from the following businesses:

- (i) Geographe Civil Pty Ltd; and
- (ii) RCA Civil Group Pty Ltd.

The tenders were assessed on the following criteria and weightings, and a total score was determined to compare the tenders:

ASSESSMENT CRITERIA		RAW SCORE	WEIGHTING	MAXIMUM WEIGHTED SCORE
Qualitative Criteria	Relevant Experience	0 - 10	10%	1.0
	Key Personnel, Skills & Experience	0 - 10	10%	1.0
	Tenderers Resources	0 - 10	10%	1.0
	Demonstrated Understanding	0 - 10	15%	1.5
	Sustainability	0 - 10	5%	0.5
Tendered Price		0 - 10	50%	5.0
TOTAL SCORE			100%	10.0

i.e. Weighted Score = Raw Score x Weighting

Price was scored on a percentage scale relative to the lowest tendered price, with the lowest price given a score of 10. Qualitative aspects were scored on the relative merits of the information provided by the respondent in their submission.

Each tenderer was scored and the results were as follows:

ASSESSMENT CRITERIA		Geographe Civil Pty Ltd	RCA Civil Group Pty Ltd
Qualitative Criteria	Relevant Experience	0.65	0.68
	Key Personnel, Skills & Experience	0.77	0.63
	Tenderers Resources	0.72	0.65
	Demonstrated Understanding	1.18	1.18
	Sustainability	0.31	0.32
Tendered Price		4.50	5.00
TOTAL SCORE		8.13	8.46

Based on the tender submissions received, RCA Civil Group Pty Ltd has the highest score for Qualitative Criteria and Tendered Price. RCA Civil Group Pty Ltd submitted the cheapest price.

The prices submitted by the two tenderers were significantly higher than the budget allocation for the project (the cheapest was 36% higher). There are a number of possible reasons why the tenderers have come in higher than expected:

- The location of the works is on the busiest stretch of road in the Shire. The complexities of managing traffic around the site while trying to deliver the project may have driven the price up. Further to this, both tenderers have proposed to construct temporary sealed road pavements to shift traffic around the site to enable traffic contra-flows while the roundabout was built in halves as well as the construction of the Lavender Way intersection.
- The inclusion of WSUD and retaining walls. The final design of the roundabout has included these as necessary components to the project.
- The need to reconstruct additional pavement which has added to amount of road works required on the project.
- The need to relocate gas assets within the project area instead of protection only.
- The need to include retaining to account for the level differences between the project site and adjoining residential lots.
- The fact that no prices were tendered in the first round of tenders and only receiving two in the second round perhaps suggests that projects of this nature are perhaps unfavourable and not sought after, therefore not attracting competitive prices. This is likely a result of the complexities of dealing with traffic and the logistics of delivering such a project under the circumstances.

- Interesting to note is that the two prices are relatively close to each other (3.2%) which would suggest the price is perhaps driven higher by the location of the works (i.e. busy section of road) and the additional project requirements listed above.

There are three options available for the Council to consider:

Option 1 – Undertake the project and supplement the project with additional Shire funds sourced from the Road Reserve. This option is not recommended as it will have an impact on the reserve fund balance, resulting in the need to reprogram the 10 Year Expansion & Upgrade Program in the Road Asset Management Plan.

Option 2 – Seek additional funds from the State Black Spot Program through the Regional Road Group. If funds are available, this project could be delivered at no additional net cost to the Shire. However, it is unlikely that additional Black Spot funding to the amount required for this project would be available in the current financial year.

Option 3 – The project is withdrawn from the current Black Spot Program and the design is postponed for re-application to the State Black Spot Program in a future financial year. This will enable the new application to have an increased project amount included and would seek additional Black Spot funds. The designs are complete and are ready to use in a future application. The fact that the project is based on a Road Safety Audit and not a Benefit Cost Ratio (i.e. A BCR project would be impacted and possibly disqualified by an increase in cost) enables the Shire to increase the cost of the project without affecting its viability within the Black Spot Program. However, the Shire would not be able to postpone the project for too long a period due to the Road Safety Audit becoming less relevant over longer periods due to changes in traffic over time.

Shire staff recommend Option 3 above to Council. By postponing the project in the short term will enable further modelling to be undertaken in relation to the Lofthouse Avenue and Eaton Drive intersection and a future application to be made to the State Black Spot Program and possibly to the Commonwealth Black Spot Program (able to receive funding of up to 100% of the project cost). In the interim the Shire is currently preparing designs for a roundabout at the Glenhuon Boulevard and Eaton Drive intersection for construction in 2021-2022 through the Regional Road Group. The Shire is also undertaking analysis and design work for an alternative intersection treatment to replace the current Hands Avenue and Eaton Drive intersection, with construction of this identified in the 2022-2023 financial year also through the Regional Road Group.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Does not accept any tenders for the construction of a roundabout at the intersection of Eaton Drive and Blue Wren Drive due to the prices exceeding the Shire's allocated budget for the project;**

- 2. Does not proceed with the construction of the roundabout, including associated pathways, in the 2020-2021 financial year;**
- 3. Requests the Chief Executive Officer to inform the Regional Road Group of Council's decision and makes arrangements to return funds received from the State Black Spot for the project, to be sourced from the balance of project funds.**
- 4. Requests that the project is returned to the Road Asset Management Plan and Associated 10 Year Programs for rescheduling and the design is used for renomination of the project for funding under the Black Spot Program in a future Financial Year.**

12.6 Title: Tender RFTF0166806 - Supply and Deliver Gravel and Limestone 2020-2021

Reporting Department: Infrastructure Directorate
Reporting Officer: Mr Sergio Massimini - Manager Operations
Mr Luke Botica - Director Infrastructure
Legislation: Local Government Act 1995

Overview

At Council's September meeting, Council awarded the tender for the supply and delivery of gravel and limestone to Carbone Bros Pty Ltd. Carbone Bros Pty Ltd have since advised staff that they do not wish to enter into a contract for the supply and delivery of the gravel portion of the contract. This report seeks Council approval to call tenders for the supply and delivery of both gravel and limestone based on a revised contract and schedule of rates.

Background

At the 30 September 2020 Ordinary Council Meeting, Council made the following resolution in regards to the tender for the supply and delivery of gravel and limestone:

"THAT Council:

- 1. Accepts the tender submission and rates from Carbone Bros Pty Ltd for Supply and Delivery of Gravel and Limestone.*
- 2. Enters into a contract with Carbone Bros Pty Ltd for the Supply and Delivery of Gravel and Limestone at the rates tendered, for the financial year 2020 – 2021 to the end of financial year 2022 - 2023.*
- 3. Authorises the Chief Executive Officer to sign and execute the Contract."*

Following the Council meeting, Carbone Bros were informally advised that gravel would be required in the coming week and that formal advice would be issued on 5 October 2020 to confirm Council's acceptance and the need to sign a contract. On the morning of 5 October 2020, management from Carbone Bros Pty Ltd attended the Eaton office and met with the Director Infrastructure and Manager Operations to discuss the pending contract. At this meeting they advised verbally that they would not be able to fulfil the gravel supply component of the contract and would only be able to supply and deliver limestone. On the 6 October a letter was received from Carbone Bros Pty Ltd formally advising of their situation.

Effectively advising that they are unable to commit to the supply and delivery of the gravel portion of the contract and wish to alter the contract to enable them to be engaged for the supply and delivery of the limestone portion of the contract.

This report is presented to Council to address the following:

1. Whether Carbone Bros Pty Ltd can be engaged through a contract for the supply and delivery of the limestone only.
2. Depending on the outcome of above, the calling of new tenders for either the supply and delivery of the gravel only or the supply and delivery of the gravel and limestone.

Legal Implications

Tenders had been called in accordance with the Local Government (Functions and General) Regulations 1996.

As the successful tenderer informed the Shire of their inability to proceed with the full tender requirements prior to any costs being incurred there does not appear to be a case to pursue the tenderer for any damages in relation to this matter.

It is important to consider whether the Council is obliged to award a contract for the supply and delivery of the limestone only, as has been requested by Carbone Bros Pty Ltd. It should be noted that the tender was called on the understanding that the contract may be awarded as either a single contract or two separate contracts. However, in this particular case, Council's resolution specifically states that a single contract be entered into with Carbone Bros Pty Ltd for the supply and delivery of both materials. Staff therefore believe that, in order to award a contract for the supply and delivery of the limestone only, the matter would need to be revisited by the Council and formally resolved to that effect. Similarly, Council may wish to call new tenders for both materials.

Strategic Community Plan

Strategy 1.1.2 - Keep our community informed through a wide variety of media that is accessible and open and responsive. (Service Priority: High)

Strategy 5.1.1 - Provide an efficient road network for the efficient movement of people and goods by road. (Service Priority: Very High)

Environment - None.

Precedents

The Shire of Dardanup has not previously had an instance where a successful tenderer has withdrawn from undertaking a significant portion of the tender once they have been informed that they are successful.

Budget Implications

Without a contract in place for the supply and delivery of gravel and limestone, Shire officers have been sourcing prices from various suppliers to fulfil the requirements of the Infrastructures capital works programme on a job by job basis. This pricing can vary from job to job and every endeavour is being made to maintain expenditure within the budget limits.

If the Shire of Dardanup enters into a contract with MGM Bulk Pty Ltd, the estimated total cost for the goods and services for the 2020-2021 will exceed the budgeted allocation for the supply and delivery of the materials by \$108,000 based on this year's works programme. This is an additional 20% variance on budgeted funds and is significantly higher than MGM's prices provided last year.

Budget – Whole of Life Cost

The quality of gravel and limestone has an impact on the life cycle costs of the Shire's road assets. For example, if the Shire used non-conforming or inferior quality limestone and gravel it could impact in the following ways:

- Initial construction costs may increase through an increased design specification to compensate for the material deficiencies.
- Construction of the pavement may require more effort and therefore cost.
- The pavement may require more maintenance and repairs during its serviceable life.

- The pavement life may be shortened requiring the pavement to be renewed sooner.

Council Policy Compliance

Council Procurement Policy is applicable to the tender and contract process, as well as the interim gravel and limestone purchases until such time as the contract is established.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.6 – Part 1 - Page 110) for full assessment document.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Re-tendering the gravel and limestone supply and delivery contract
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Implement controls as per risk assessment (Appendix ORD: 12.6)
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Health Ensure suppliers have the resources and systems to undertake the delivery of the materials to meet the Shires OSH standards
	Financial Supply and delivery costs rise sharply due to local demand exceeding supply capacity
	Service Interruption Unable to source materials or delivery of goods impacting on construction programme
	Legal and Compliance Contractual obligations are met.

Officer Comment

The withdrawal of Carbone Bros Pty Ltd from the gravel component of the contract has left the Shire in a difficult situation. The price submitted by the next tenderer (MGM Bulk) exceeds the budget allocations and was the prime reason that Carbone Bros were nominated as the successful tenderer. Offering the contract to MGM Bulk will have financial ramifications for the Shire.

Carbone Bros offer to provide limestone only may be considered but given the reasons they provided in their letter have shed doubt on their actual ability to deliver the materials. Therefore, it would be considered more prudent to return to the market for entire contract.

Staff have reviewed the tender and contract documents and determined that several changes could be made that may generate more interest in the contract as well as a more competitive price. The changes will effectively reduce the level of risk carried by the contractor. The following changes are proposed:

- Add pricing based on truck configurations as well as distance travelled.

The previous tender sought prices based on the distance travelled between the pit and the construction site only. It did not take into consideration the type of truck being used. Due to projects being situated on different roads, there may be limitations on the size of trucks able to be used. For example, if a project is situated on a road train route, road trains could be used to cart 50 tonnes of gravel with each truck, as compared to a non-road train route which would be limited to a vehicle no greater than a semi-trailer i.e. up to 25 tonnes per truck. A road train

would be more cost effective; however, without knowing which roads are being used, it would be expected that the tenderer would price conservatively to minimise risk.

- Change the Rise and Fall Clause to use Australian Bureau of Statistics (ABS) Indices that reflect the transport industry.

The previous tender stated that prices will be adjusted annually using the Consumer Price Index (CPI). Although CPI is used commonly in other contracts, the volatility of world oil prices means that fuel prices can fluctuate significantly. By incorporating indices relating to fuel, wages and any other appropriate measures will reduce the risk to the contractor over a three year contract.

- Seek prices for a 12-month contract and three-year contract term.

By allowing a 12-month contract term may attract some suppliers that are not interested in a three-year contract. This will give the Shire an opportunity to explore further options.

- Provide an indicative bill of quantities for all three years.

The first year is the current budget (remaining projects) and the second and third years will be derived from the currently adopted Road Asset Management Plan 10 Year Program. There will be a disclaimer advising that the second and third years are indicatively only and may change subject to availability of funding, programming reviews and Council decisions.

- Increase the price weighting to 50% of the overall tender score instead of 30% to increase price competitiveness.

It should be noted that quotations recently sourced for the Pile Road project are cheaper than the prices submitted by MGM Bulk under the tender. Staff believe that this is because the contractors have been able to price the job understanding the site they are delivering to, and have therefore based their prices on the most economical truck configuration for that road. Based on this, the Shire could revert to seeking quotations for each project separately; however, the amount of work required to procure materials for each project and job undertaken by the Shire would be too onerous for the Shire's Operations team. It does, however, suggest that if the tenders are adjusted to include pricing for different truck configurations in addition to distance travelled, then more competitive prices could be achievable.

It is recommended that Council seeks new tenders for the supply and delivery of both gravel and limestone with the above-mentioned changes being made to the tender and contract documents.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Acknowledges and accepts advice from the successful tenderer Carbone Bros Pty Ltd of their withdrawal from the gravel portion of the Contract for the Supply and Delivery of Gravel and Limestone (tender RFTF0166806).**
- 2. Advises Carbone Bros Pty Ltd that it will not be entering into a contract for the supply and delivery of limestone only.**
- 3. Requests the Chief Executive Officer to review the tender and contract scope and specification for the supply and delivery of gravel and limestone to include the following changes:**
 - a) Pricing to be based on truck configurations as well as distance travelled;**
 - b) The Rise and Fall Clause to use Australian Bureau of Statistics (ABS) Indices that reflect the transport industry;**
 - c) Allow prices for a twelve-month contract and a three-year contract term; and**
 - d) Provide an indicative (non-binding) bill of quantities of material requirements for all three years.**
 - e) The tender evaluation criteria to include a price weighting of 50% of the overall score.**
- 4. Calls tenders for the Supply and Delivery of Gravel and Limestone commencing in the 2020-2021 financial year.**

12.7 Title: Proposed Dedication of Road Reserve F25 – Ratcliffe Road

Reporting Department: Infrastructure Directorate
Reporting Officer: Mr Troy Williamson - Manager Assets
Legislation: Local Government Act 1995
Land Administration Act 1997

Overview

Council is requested to support the excision and dedication of a new road in accordance with the Land Administration Act 1997 that will effectively create an extension of Ratcliffe Road through to private property along an existing track through state forest. It is recommended that the new road be constructed to the standards and satisfaction of the Shire prior to dedication. The road will then become part of the Shire's road inventory.

Council is requested to provide the CEO with delegated authority to finalise the dedication of road in accordance with the Land Administration Act 1997 once the road is constructed.

Background

Over recent years the Director Infrastructure has been in discussion with the owners of Lot 2 (343) Ratcliffe Road and the Department of Biodiversity, Conservation and Attractions about the potential upgrade of their existing property access. The owners utilise the current extent of Ratcliffe Road and the existing track that runs through the adjacent state forest to gain access to their property. The following diagram shows the existing road and track:



The Shire of Dardanup has several non-dedicated tracks of this nature that have been used to gain access to private property through areas of State Forest or other Crown reserves. These tracks are generally narrow tracks that have not been designed properly or constructed to contemporary road construction standards.

The owners, who own a mining/earthmoving equipment business, have been in liaison with the Department of Biodiversity, Conservation and Attractions and have been given approval to source gravel for the proposed road construction from the nearby Queenwood Road gravel pit, which is situated on State land.

A formal request has now been received from Planning Solutions on behalf of the proponent Spacer Tech Pty Ltd, the registered proprietor of Lot 2 (343) Ratcliffe Road, Crooked Brook to seek Council support for the dedication of a portion of State Forest (F25) as road that will extend Ratcliffe Road to the aforementioned property. This would result in the excision of a portion of land located within the State Forest being incorporated into a road reserve vested and managed by the Shire. If supported, the road dedication would provide formal vehicular access to Lot 2 (343) Ratcliffe Road. The length of proposed road in question is 1.6 kilometres.

Planning Solutions have provided correspondence from the Department of Biodiversity, Conservation and Attractions in support of the dedication of a portion of Ratcliffe Road (Appendix ORD: 12.7A – Part 1 - Page 111), along with a formal undertaking from Mr Castle (proponent) (Appendix ORD: 12.7B – Part 1 - Page 112) to upgrade the existing track at his cost and cover all costs associated with the survey and lodgement of documents.

Land will need to be excised and dedicated as road, under the Land Administration Act 1997 to enable the road to be constructed and managed by the Shire. Correspondence from Planning Solutions which includes the map of land requirement, is provided with the agenda (Appendix ORD: 12.7C – Part 1 - Page 113).

This matter is brought to Council for formal resolution to support the dedication of a portion of Reserve F25 as road once it is constructed to the satisfaction of the Shire.

Legal Implications

In order to carry out this task there is a requirement for a formal resolution of Council in accordance with Section 56 of the Land Administration Act 1997. The excision, acquisition and dedication processes need to be in accordance with the requirements of the Land Administration Act 1997.

Strategic Community Plan

Strategy 5.1.1 - To provide an efficient road network for efficient movement of people and goods by road. (Service Priority: Very High)

Strategy 5.1.3 - To provide a safe road transport network where crashes resulting in death or serious injury are minimised. (Service Priority: High)

Environment

None, however if supported, the road dedication would become a road reserve that will be in the care, control and management of the Shire.

Precedents

Council has previously supported road dedications put forward by the State government, including:

- The excision of approximately 16 km of Pile Road from State forest land and its dedication as a road – undertaken by the then Department of Environment and Conservation.
- Various sections of the Boyanup Picton Road, Bunbury Outer Ring Road, Willinge Drive and the truck assembly bay as part of the Bunbury Outer Ring Road Stage 1 and Port Access Project – undertaken by Main Roads WA.

Budget Implications

There will be no immediate expenses borne by the Council as the owners of Lot 2 (343) Ratcliffe Road have given a formal undertaking to:

1. Upgrade the road at their own cost.
2. Cover all costs associated with the surveying of the road reserve and the lodgement of documentation.

Budget – Whole of Life Cost

If supported by Council, the dedication of road will create a new road that will be under the care, control and management of the Shire. The constructed road will be added to the Shire's road inventory and will become an asset that will need to be maintained on a regular basis and renewed in future.

A road of this type would be classified as a Local Access – Rural (gravel) as per the Shire's Road Functional Hierarchy with an expected traffic volume of 0-20 vehicles per day. This classification outlines the standard to which the road is to be constructed and the on-going maintenance level of service required.

A gravel road of this classification will have a useful life of approximately 20 years and require annual maintenance, mainly consisting of unsealed road grading. Using unit rates and proposed maintenance frequencies as listed in the Shire's Infrastructure Maintenance Schedule, the cost to Council for the maintenance of the proposed 1.6 kilometres of gravel road over its expected life would be approximately \$30,000, or \$1,500 annually.

At the end of its useful life (20 years), the road would require a gravel resheet. Resheeting involves the importation and placement of a new layer of gravel when the existing surface is depleted. This process would cost approximately \$67,000 based on current material and construction costs.

It should be noted that by adding this load to the Shire's road inventory will increase the amount of funding to be received from the WALGGC. The amount of extra funding is not known at this point of time.

Council Policy Compliance

Council has a policy (CP119) that defines the circumstances where the Shire will assist in the maintenance of access tracks to properties that are not provided with a dedicated road and are isolated within State Forest.

This policy applies to properties in the Shire of Dardanup that are:

- Situated within State Forest;
- Not directly connected to a dedicated road;
- Accessed via a vehicular track through State Forest; and
- Rateable properties and pay rates to the Shire of Dardanup.

Assistance is generally limited to the following conditions:

- Only one access track per property (i.e. assistance will not be provided to multiple accesses to one property);
- Maintenance is limited to a maximum distance of two kilometres per access track, measured from the last gazetted section of the road network, along the track to the property gate; and
- The Shire does not accept any liability for the track and its ongoing condition.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.7D – Part 1 - Page 115) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Approval not provided for the required road dedications.
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	Not required.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Support not provided for the required road dedication.

Officer Comment

It is recommended that the dedication of road occurs only once it is constructed to the satisfaction of the Shire. For this to occur, construction standards for a road of this classification (Local Access – Rural) will need to be adopted.

A Local Access – Rural road with a traffic volume of 0-20 vehicles per day will have the following desired standards:

- 20 metre road reserve width
- 4.5m gravel pavement width
- 200mm thick compacted gravel pavement
- Laterite gravel standard to the satisfaction of the Shire
- Longitudinal open drainage and associated cut-off drains to the satisfaction of the Shire

Shire staff will inspect the road construction at regular intervals to ensure compliance with the appropriate standards. Once the road is constructed to the Shire’s satisfaction the subsequent dedication can occur.

It should be noted that the property does have legal road frontage (i.e. a dedicated road) on its southern side which is currently unconstructed. This road if it were constructed would be connected back to the existing Warburton Road.



This option has been explored previously by staff; however, the environmental constraints, both terrain and existing vegetation, makes this option less viable than the proposed option of extending Ratcliffe Road via a new road through state forest.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Supports the excision and dedication of road from Reserve F25, as depicted on Planning Solutions Location Plan - 200828 6682, in accordance with the Land Administration Act 1997, subject to:**
 - a) The construction of the road by the proponent at no cost to Council prior to the dedication of road; and**
 - b) The road being constructed to the standards and to the satisfaction of the Shire of Dardanup.**

- 2. Gives delegated authority to the Chief Executive Officer to approve the dedication of road in accordance with the Land Administration Act 1997.**

12.8 Title: Restricted Access Vehicle Freight Routes - Review

Reporting Department: Infrastructure Directorate
Reporting Officer: Mr Troy Williamson - Manager Assets
Legislation: Local Government Act 1995

Overview

This report is brought to Council as part of an overarching review of the Shire's freight routes and the access of Restricted Access Vehicles (RAV) to these routes.

Council is requested to endorse the proposed updated Heavy Vehicle Master Plans and the maximum RAV access depicted for each route along with the implementation of the "Heavy Vehicle – Road Contribution Policy" that outlines the process by which the Shire can engage with freight generators to raise road contributions.

Council is also requested to amend the delegated authority granted to the CEO for the approval of RAV Applications in accordance with the updated RAV network road maps.

Background

At the Ordinary Council Meeting held 27 November 2019 Council resolved [342-19]:

"THAT Council:

1. *Delegates authority to the Chief Executive Officer to complete the online survey as requested by Main Roads Western Australia (MRWA) in response to the proposed removal of CA07, stating Council's position on the matter in accordance with the contents of this report.*
2. *Instructs the Chief Executive Officer to remap the heavy vehicle approval process in view of the proposal by MRWA.*
3. *Instructs the Chief Executive Officer to review the Shire's road network and freight routes and present to Council the proposed freight routes as part of the full review of the Road Asset Management Plan during 2020.*
4. *Instructs the Chief Executive Officer to develop a policy for raising road contributions from freight generators.*
5. *Supports the Western Australian Local Government Association's (WALGA) position with regard to the proposed removal of CA07, as adopted at the State Council Meeting held in December 2018."*

This was brought about by the intent of Main Roads WA to remove Condition CA07 from the RAV permit process. This is the condition whereby the operator must carry a letter of approval from the Local Government Authority. Shire staff have consequently undertaken a review of the existing heavy vehicle routes within the Shire of Dardanup and the process by which approval is granted to access RAV networks.

Legal Implications

Road Traffic (Vehicles) Act 2012
Road Traffic (Vehicles) Regulations 2014

Strategic Community Plan

Strategy 4.1.4 - To provide essential infrastructure: Facilitate the provision of essential services and infrastructure to support the growing community and local economy. (Service Priority: High)

Strategy 5.1.1 - To provide an efficient road network for efficient movement of people and goods by road. (Service Priority: Very High)

Strategy 5.1.2 - To provide transport choices by increasing the availability of safe, affordable and viable transport options. (Service Priority: High)

Environment

A higher productivity vehicle as prescribed under the Accredited Mass Management Scheme or Performance Based Standards are able to perform a transport task in fewer journeys than a conventional heavy vehicle, which results in fewer carbon emissions.

Further to this, PBS approved vehicles generally consist of newer prime movers, which have improved emission ratings.

Precedents

Council has previously endorsed heavy vehicle routes as depicted in annual Road Asset Management Plan.

Budget Implications

Previously the Shire has exercised Condition CA07 for all RAV access applications. In most cases the Shire has imposed a standard contribution of \$300 on access application, which is used for road safety initiatives on truck routes, such as advanced warning signs.

On occasion where a proposed freight task represents a significant increase to road pavement loading, a contribution is calculated in accordance with the WALGA User Guide – Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks. The calculated contribution in these cases represents the increase in asset consumption and aims to recover the cost resulting from the need to renew the road asset sooner than the expected design life.

Budget – Whole of Life Cost

If endorsed by Council, the proposed ultimate RAV Master Plan will inform future Road Asset Management Planning processes where roads that are identified as a RAV route may have a higher prescribed specification, for example, increased pavement thickness or intersection radii that allow RAV vehicles to negotiate safely.

It may also alter the expected useful life of the road where the requirement to renew the road may occur sooner than currently scheduled. This has the potential to increase road construction costs and reduce the expected longevity of the road.

Council Policy Compliance

As stated above, Council has previously engaged with freight generators to seek contributions from certain freight tasks. This has been considered on a case by case basis, however as a result of the proposed removal of Condition CA07 a formal policy has been developed to guide the process by which the Shire can continue to formally undertake negotiations for road contributions from freight generators.

The principal of this policy is that freight generators should be responsible for upgrades and/or road contributions required that are identified as being the result of their operations in the Shire where the freight task represents an increase in heavy vehicle numbers beyond what is expected within the range of reasonable traffic growth. The proposed policy aims to seek upgrades and/or contributions that can be conditioned as part of the Development Approval Process.

Road contributions sought through the proposed policy will be based on the following:

- WALGA User Guide – Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks
- WALGA User Guide – Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks

It should be noted that the Department of Transport and Main Roads WA have previously made a submission to the 2018 *National Freight and Supply Chain Priorities Discussion Paper* that states;

“Many local government roads are under increasing pressure from heavy vehicle movements and do not have the required resources to maintain and/or renew these assets. These include some roads that are only utilised for a short ‘last mile’ link to the farm gate or facility as well as thoroughfares. Development of a framework for local governments to charge ongoing heavy vehicle movements for a particular freight task is now being investigated.”

This inquiry sought input from peak industry bodies, individuals and government that concluded that strong support exists for an overarching national strategy. Shire staff are of a similar opinion and believe that the Shire should be able to request for upgrades and/or contributions from those traffic generators that are placing increased demand on the Shire’s road network.

Please refer to [\(Appendix ORD:12.8A – Part 1 - Page 116\)](#) for a copy of the draft policy.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [\(Appendix ORD: 12.8B – Part 1 - Page 118\)](#) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Review of Heavy Haulage Restricted Access Vehicles (RAV) on Shire Road Network
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	Not required.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial The Shire will have reduced ability to raise funds due to the removal of Condition CA07
	Financial Existing Roads identified as RAV routes may reach the end of its useful life sooner than anticipated due to haulage activity

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
	Reputational Customer levels of service may be reduced if assets are not maintained or renewed to meet user demand

Officer Comment

1. Heavy Vehicle Network Route Review

In light of the rapid change in technology and business models it is important to continually review the Shire’s Heavy Vehicle Master Plans as they provide a framework or preferred routes within which individual applications for access can be considered. Identifying a heavy vehicle network gives industry and the Shire clarity about where freight movement should be assisted. Furthermore, heavy vehicle network plans will form the basis for setting maintenance, upgrades and renewal priorities and standards.

The current heavy vehicle routes depicted in the Current Shire of Dardanup Road Asset Management Plan consists of approximately 70km of approved RAV networks. These heavy vehicle network routes were based on RAV 2 and RAV 3 vehicles. There have since been RAV Network 4, 5 and 7 vehicles permitted on some Shire roads, including concessional loading through the Accredited Mass Management Scheme (AMMS) and the Performance Based Standards Scheme (PBS).

Within the Standard Restricted Access Vehicle Network there are four RAV levels:

- Level 1 – RAV Categories 2-4 (maximum length of 27.5m)
- Level 2 – RAV Categories 5-6 (maximum length of 36.5m and a maximum mass of 87.5t)
- Level 3 – RAV Categories 7-8 (maximum length of 36.5m and a maximum mass of 107.5t)
- Level 4 – RAV Categories 9-10 (e.g. RAVs with a maximum length of 53.5m)

Please refer to [\(Appendix ORD: 12.8C – Part 1 - Page 119\)](#) for copies of the Standard Prime Mover, Trailer Combinations and Truck, Trailer Combinations.

All RAV network routes have been reviewed in terms of the Tandem Drive – Standard Access Vehicle Network and the Concessional Loading Restricted Access Vehicle Network as prescribed by Main Roads WA. Any Performance Based Specification (PBS) or Tri-Drive access applications will be reviewed and assessed against the relevant applicable Tandem Drive route assessment guidelines as recommended by Heavy Vehicle Services instead of trying to create additional maps for these.

The heavy vehicle routes within the Shire of Dardanup are based around the Shire’s Local Planning Strategy and are centred around four areas:

- Area 1 – Moore Road Industrial Precinct (zoned general industry)
- Area 2 – Picton East Industrial Precinct (zoned light industry)
- Area 3 – Banksia Road Waste Site
- Area 4 – Ferguson Valley

Each area has been reviewed to consider the following;

- The current maximum RAV status and conditions.
- The current proposed changes to the existing maximum RAV status and conditions.
- The ultimate future maximum RAV status and conditions to be considered across the network.

Future impacts including the future Waterloo Industrial Park and construction of the Bunbury Outer Ring Road have also been considered in the review of the Master Plans where “ultimate” RAV routes have been developed that will inform future Road Asset Management Planning processes.

Area 1 – Moore Road Industrial Precinct

Road	Section	Current Maximum RAV	Proposed Maximum RAV	Ultimate Maximum RAV
Moore Road	Bunbury Outer Ring Road – 1.6km south	RAV 7.3	RAV 7.3	RAV 7.3
Barcoo Close	Moore Rd – Freight Yard	RAV 7.3	RAV 7.3	RAV 7.3
Moore Link Road	BORR – Moore Road (BORR)	N/A	N/A	RAV 7.3
Busher Road	Moore Rd – Timber Yard Access	RAV 7	RAV 7	RAV 7.3
Busher Road	Timber Yard Access - end	RAV 4	RAV 4	RAV 4

(Refer to Map – Moore Road Industrial Precinct – Current/Proposed RAV Road Specification)

(Appendix ORD: 12.8D – Part 1 - Page 121)

(Refer to Map – Moore Road Industrial Precinct – Ultimate RAV Road Specification)

(Appendix ORD: 12.8E – Part 1 - Page 122)

Area 2 – Picton East Industrial Precinct

Road	Section	Current Maximum RAV	Proposed Maximum RAV	Ultimate Maximum RAV
Harris Road	LGA Boundary – Martin Pelusey Rd	RAV 4.3	RAV 4.3	RAV 4.3
Martin Pelusey Road	Entire Length	RAV 4	RAV 4.3	RAV 4.3
Martin Pelusey Link Road	Wireless Rd – Martin Pelusey Rd (BORR)	N/A	N/A	RAV 4.3
Copplestone Road	Martin Pelusey Rd - End	RAV 4	RAV 4	RAV 4.3
Giorgi Road	South Western Hwy – Sutherland Way	RAV 4.3	RAV 4.3	RAV 4.3
Giorgi Road	Sutherland Way – End	RAV 4	RAV 4	RAV 4.3
Andrew Foord Way	Entire Length	RAV 4	RAV 4.3	RAV 4.3
Coleman Turn	Entire Length	RAV 4	RAV 4.3	RAV 4.3
Delmarco Drive	Entire Length	RAV 4	RAV 4.3	RAV 4.3
Golding Crescent	Entire Length	RAV 4	RAV 4.3	RAV 4.3
Hardisty Court	Entire Length	RAV 4	RAV 4.3	RAV 4.3
Kerr Road	Entire Length	RAV 4	RAV 4.3	RAV 4.3
Nicholson Road	Entire Length	RAV 4	RAV 4.3	RAV 4.3
Pedretti Road	Entire Length	RAV 4	RAV 4.3	RAV 4.3
Ramsay Loop	Entire Length	RAV 4	RAV 4.3	RAV 4.3
Warrego Road	Entire Length	RAV 4	RAV 4.3	RAV 4.3

(Refer to Map – Picton East Industrial Precinct – Current RAV Road Specification)

(Appendix ORD: 12.8F– Part 1 - Page 123)

(Refer to Map – Picton East Industrial Precinct – Proposed RAV Road Specification)

(Appendix ORD: 12.8G – Part 1 - Page 124)

(Refer to Map – Picton East Industrial Precinct – Ultimate RAV Road Specification)

(Appendix ORD: 12.8H – Part 1 - Page 125)

Area 3 – Banksia Road Waste Site

Road	Section	Current Maximum RAV	Proposed Maximum RAV	Ultimate Maximum RAV
Waterloo Road	Entire Length	RAV 3.3	RAV 3.3	RAV 4.3
Waterloo Road (New)	South West Hwy – Wireless Rd (BORR)	N/A	N/A	RAV 4.3
Wireless Road	Waterloo Rd – Harris Rd (BORR)	N/A	N/A	RAV 4.3
Harris Road	Wireless Rd – Waterloo Rd (BORR)	N/A	N/A	RAV 4.3
Ferguson Road	Waterloo Rd – Depiazzi Rd	RAV 3.3	RAV 3.3	RAV 4.3
Depiazzi Road	Entire Length	RAV 3.3	RAV 3.3	RAV 4.3
Banksia Road	Depiazzi Rd – Waste Site	RAV 3.3	RAV 3.3	RAV 4.3
Dillon Road	Entire Length - Future Dardanup Bypass	N/A	N/A	RAV 4.3

(Refer to Map – Banksia Road Waste Site – Current RAV Road Specification)

(Appendix ORD: 12.8I – Part 1 - Page 126)

(Refer to Map – Banksia Road Waste Site – Proposed RAV Road Specification)

(Appendix ORD: 12.8J – Part 1 - Page 127)

(Refer to Map – Banksia Road Waste Site – Ultimate RAV Road Specification)

(Appendix ORD: 12.8K – Part 1 - Page 128)

Area 4 – Ferguson Valley

Road	Section	Current Maximum RAV	Proposed Maximum RAV	Ultimate Maximum RAV
Ferguson Road	Waterloo Rd – LGA Boundary	RAV 3	RAV 3	RAV 3
Pile Road	Entire Length	RAV 3	RAV 3	RAV 3
Wellington Mill Road	Ferguson Rd – King Tree Rd	RAV 3	RAV 3	RAV 3
King Tree Road	Entire Length	RAV 3	RAV 3	RAV 3
Mungalup Road	Pile Rd – LGA Boundary	RAV 3	RAV 3	RAV 3
Pattersons Road	Ferguson Rd – South Rd	RAV 3	RAV 3	RAV 3
South Road	Pattersons Rd – Mungalup Rd	RAV 3	RAV 3	RAV 3
Queenwood Road	Ferguson Rd – LGA Boundary	RAV 3	RAV 3	RAV 3

(Refer to Map – Ferguson Valley – Current/Proposed/Ultime Road Specification)

(Appendix ORD: 12.8L – Part 1 - Page 129)

Others

Road	Section	Current Maximum RAV	Proposed Maximum RAV	Ultimate Maximum RAV
Dowdells Line	O'Connor Rd – South Western Hwy	RAV 4	RAV 3	RAV 3
O'Connor Road	Entire Length	RAV 4	RAV 3	RAV 3
Wallrod Road	Entire Length	RAV 3	Remove	Remove

Since the RAV Workshop with Councillors, staff have decided not to remove the RAV status on a section of Dowdells Line and O'Conner Road but instead reduce it to RAV 3. This will allow some local access to rural properties but will not allow any access beyond these road sections (ie. no RAV access on the remainder of Dowdells Line).

2. Heavy Vehicle Network Route Access Condition Review

Based on the preliminary assessment process a LG may recommend a selection of operating conditions be applied as a condition of permit. Typical conditions of this type are listed below:

- No operation on unsealed road when wet
- Headlights must be switched on at all times
- Speed restrictions (40km/h or 60km/h for narrow rural roads)
- Direct radio contact with other RAVs
- Operation not permitted while school bus is on road
- Road not to be used as a through route
- Empty travel only
- Warning signs to be installed and removed when haulage completed
- Turning restrictions
- No operation during specific months or periods
- No operation on certain days e.g. weekends or public holidays

The LG must justify the need for the conditions, which will be approved and applied at Main Roads discretion. Only conditions applied by Main Roads are enforceable.

Shire staff have conducted a review of the current operating conditions applied to current RAV network access routes as listed previously. All existing conditions are considered adequate with the following exceptions recommended:

1. Condition CA07 (operator must obtain and carry a written letter of approval from the Shire) be removed from existing RAV approvals.
2. Low Volume Condition Type "A" – Maximum speed 60km/hr be applied to Ferguson Road RAV Network 3 (Waterloo Road – LGA Boundary). This will mean that all RAV vehicles operating in the Ferguson Valley area will have consistent operating conditions. Note that all other RAV Roads in the Ferguson Valley already have a similar condition.

3. Heavy Vehicle Approval Process Review

Main Roads WA is responsible for determining and administering road access for heavy vehicles – "Restricted Access Vehicles" (RAV) in WA. RAVs can only operate on roads approved by Main Roads and grants access for certain types of RAVs on defined networks of roads. Operators may apply to add or amend a RAV route. It is MRWA policy to consult with LG's before adding or amending a RAV route.

The following RAV Network Application Process is currently in place and administered by Main Roads WA:

- Step 1: Applicant completes "Application and Road Owner Support to Add or Amend a road on the Restricted Access Vehicle Network" located on the Main Roads website.
- Step 2: Applicant to forward completed application to Main Roads Heavy Vehicle Services.
- Step 3: Main Roads Heavy Vehicle Services to forward the received application from the applicant to the road owner for support.
- Step 4: Road owner to undertake a preliminary assessment of the road requested (provided access is supported) before endorsing the application and returning to Main Roads Heavy Vehicle Services. (Approximate timeframe of 4 weeks)

Step 5: Request is assessed and reviewed by Heavy Vehicle Services.
(Approximate timeframe of 8 – 12 weeks)

Step 6: If access is approved Heavy Vehicle Services will amend the relevant RAV Network.

Step 7: The applicant, road owner and Main Roads are notified accordingly.

Step 4 above is essentially the process where the Local Government undertakes the review of a specified route or section of road identified for specific restricted access freight vehicles. The review primarily focuses on route capability, condition of the road asset, safety implications and carrying capacity (including geometry, widths and strength) to cater for the proposed Restricted Access Vehicle.

By reviewing and developing the Heavy Vehicle Proposed Master Plans (as listed previously above) Shire staff have essentially undertaken the route assessment phase process across the network. If Council provides the Chief Executive Officer with delegated authority to support Restricted Access Vehicles in accordance with the updated RAV network road maps this will provide clarity and consistency to the RAV application process.

Any RAV application that is received and is not a heavy vehicle mapped route and/or is higher than the proposed maximum RAV for the proposed road will be assessed on a case by case basis in accordance with the new policy and may be brought to Council for consideration.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Endorses the proposed heavy vehicle routes as depicted on maps:**
 - **Moore Road Industrial Precinct – Proposed Restricted Access Vehicle Specification**
 - **Picton East Industrial Precinct – Proposed Restricted Access Vehicle Specification**
 - **Banksia Road Waste Site – Proposed Restricted Access Vehicle Specification**
 - **Ferguson Valley – Proposed Restricted Access Vehicle Specification.**
- 2. Endorses the proposed heavy vehicle routes as depicted on maps:**
 - **Moore Road Industrial Precinct – Ultimate Restricted Access Vehicle Specification**
 - **Picton East Industrial Precinct – Ultimate Restricted Access Vehicle Specification**
 - **Banksia Road Waste Site – Ultimate Restricted Access Vehicle Specification Ferguson Valley – Ultimate Restricted Access Vehicle Specification.**

3. Gives the Chief Executive Officer delegated authority to support Restricted Access Vehicles (RAV) in accordance with the Shire endorsed RAV Network Road Maps on the following roads:

ROAD	SECTION	MAXIMUM RAV
Moore Road	Bunbury Outer Ring Road – 1.6km south	RAV 7.3
Barcoo Close	Moore Rd – Freight Yard	RAV 7.3
Busher Road	Moore Rd – Timber Yard Access	RAV 7
Busher Road	Timber Yard Access - end	RAV 4
Harris Road	LGA Boundary – Martin Pelusey Rd	RAV 4.3
Martin Pelusey Road	Entire Length	RAV 4.3
Copplestone Road	Martin Pelusey Rd - End	RAV 4
Giorgi Road	South Western Hwy – Sutherland Way	RAV 4.3
Giorgi Road	Sutherland Way – End	RAV 4
Andrew Foord Way	Entire Length	RAV 4.3
Coleman Turn	Entire Length	RAV 4.3
Delmarco Drive	Entire Length	RAV 4.3
Golding Crescent	Entire Length	RAV 4.3
Hardisty Court	Entire Length	RAV 4.3
Kerr Road	Entire Length	RAV 4.3
Nicholson Road	Entire Length	RAV 4.3
Pedretti Road	Entire Length	RAV 4.3
Ramsay Loop	Entire Length	RAV 4.3
Warrego Road	Entire Length	RAV 4.3
Waterloo Road	Entire Length	RAV 3.3
Ferguson Road	Waterloo Rd – Depiazzi Rd	RAV 3.3
Ferguson Road	Depiazzi Rd – LGA Boundary	RAV 3
Depiazzi Road	Entire Length	RAV 3.3
Banksia Road	Depiazzi Rd – Waste Site	RAV 3.3
Pile Road	Entire Length	RAV 3
Wellington Mill Road	Ferguson Rd – King Tree Rd	RAV 3
King Tree Road	Entire Length	RAV 3
Mungalup Road	Pile Rd – LGA Boundary	RAV 3
Pattersons Road	Ferguson Rd – South Rd	RAV 3
South Road	Pattersons Rd – Mungalup Rd	RAV 3
Queenwood Road	Ferguson Rd – LGA Boundary	RAV 3
Dowdells Line	O’Connor Rd – South Western Hwy	RAV 3
O’Connor Road	Entire Length	RAV 3

4. Endorses the “Heavy Vehicle – Road Contribution Policy”



POLICY NO:-
Infr CP401 – HEAVY VEHICLE – ROAD CONTRIBUTION

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
Version:	1	Infr CP401	OCM: 28/10/20	Res: ???-20	Synopsis: Policy created
Version:	2				

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE AND OBJECTIVES

This policy provides the mechanism and guidelines that form the basis for negotiations for the upgrade of roads and/or recovery of costs resulting from increased asset consumption from freight tasks exceeding what would normally be accepted on the road network.

The objective of this policy is to:

1. Define the circumstances under which an upgrade and/or contribution would be sought from a freight generator;
2. Provide a method of calculating the contribution required from a particular freight task; and
3. Provide guidelines for the payment of contributions.

3. REFERENCE DOCUMENTS

- WALGA User Guide – Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks
- WALGA User Guide – Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks
- Road Traffic (Vehicles) Act 2012
- Road Traffic (Vehicles) Regulations 2014

4. POLICY

The Shire of Dardanup, as it continues to grow, faces significant costs from road wear as a consequence of heavy vehicle traffic. The impacts of additional heavy vehicle traffic on shortening road life and increasing maintenance requirements are greater for roads that were not designed or constructed for this purpose.

Any Development Application (DA) received by the Shire of Dardanup that consists of the movement of freight and the subsequent operation of Restricted Access Vehicles (RAV) as prescribed in the Road Traffic (Vehicles) Regulations 2014 will be assessed to consider the proposed heavy vehicle route, type and volume of RAV movements that the proposed development will generate. It should be noted that this policy is therefore applicable to all vehicle configurations ranging from RAV Network 1 to 10 inclusive.

If the proposed freight task generated by the development seeks the use of a configuration not suited to the road design and /or represents an extra-ordinary load onto the road or where the freight task is clearly having a significant impact on the condition of the road, the Shire will negotiate with the freight generator to seek upgrades and/or road contributions as a condition of approval of the DA.

The Shire will enter into negotiations with freight generators and will condition the approval of the DA on the following basis:

1. If any part of the proposed route is not a current Shire of Dardanup RAV road that allows the proposed truck configuration, the Shire will:
 - a. Seek any road upgrades required to enable the road to meet required standards applicable to the proposed RAV vehicle and is to be funded by the freight generator and completed prior to the freight task commencing;
 - b. Seek a road contribution from the freight generator as a calculation of increased wear; or
 - c. A combination of the above; or
 - d. If agreement cannot be reached on the above, restrict the freight task to an “as-of-right” truck configuration.
2. If the DA is seeking to use RAV configurations greater than that currently permitted on any part of an existing RAV Network, the Shire will:
 - a. Seek any road upgrades required to enable the road to meet required standards applicable to the proposed RAV vehicle and is to be funded by the freight generator and completed prior to the freight task commencing;
 - b. Seek a road contribution from the freight generator as a calculation of increased wear;
 - c. A combination of the above; or

- d. If agreement cannot be reached on the above, restrict the freight task to truck configurations that are currently permitted on the existing RAV Network.
3. If the proposed RAV route/type is a current Shire of Dardanup RAV road and of an equivalent approved RAV Network the Shire will seek a road contribution from the freight generator as a calculation of increased wear.

5. CONTRIBUTION METHODOLOGY

The estimation of road contributions shall be based on the WALGA Guides for Estimating the Incremental Cost Impact on Sealed Local Roads and Unsealed Local Roads from Additional Freight Tasks.

Any contributions received shall be held in reserve identified as a contribution to that particular road. The contribution shall only be expended on the road for which it was collected for when the road is renewed and/or upgraded.

12.9 Title: Amendment to Dust Control Local Law 2011 – Proposed Dust Control Amendment Local Law 2021

Reporting Department: Corporate & Governance Directorate
 Reporting Officer: Ms Cathy Lee - Manager Governance & HR
 Legislation: Local Government Act 1995

Overview

Council to consider the proposed amendments to the Dust Control Local Law 2011 and initiate the process of making the Dust Control Amendment Local Law 2021.

Background

In accordance with S3.16 of the Local Government Act 1995, the Shire of Dardanup has carried out its review of five of its local laws and has determined that the Dust Control Local Law 2011 should be amended [Resolution 211-20 of OCM 29 July 2020]. This report provides for making a new local law in accordance with Local Government Act 1995 S3.12 which will result in amending the current local law.

Legal Implications

Local Government Act 1995 - S3.12. Procedure for making local laws:

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
 - (a) *give local public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
 - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
 - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
 - and*
 - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
 - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- [(3a) deleted]*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*

* Absolute majority required.

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
- (a) stating the title of the local law; and*
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
 - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section —*
- making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

Strategic Community Plan

Strategy 1.1.2 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Strategy 1.1.3 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.4.2 - Maintain, review and ensure relevance of Council's policies and local laws. (Service Priority: Moderate)

Environment - None.

Precedents - None.

The Shire of Dardanup Dust Control Local Law 2011 was last reviewed in 2013.

Budget Implications

Costs associated with the making of the law will be advertising and gazettal of the law. There is provision within the budget for advertising and no additional costs will be applied to the budget.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.9A – Part 1 - Page 130) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Amendment to Dust Control Local Law 2011 - Proposed Dust Control Amendment Local Law 2021	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Failing to review in the 8 yearly cycle as stipulated in S3.16 of Local Government Act 1995.
	Reputational	Council would be seen in a negative light if we failed in our legislative requirements.

Officer Comment

The current Shire of Dardanup local laws can be accessed on the Shire’s website. Officers have reviewed the Dust Control Local Law 2011 and have proposed amendments. A consolidated version of the current *Dust Control Local Law 2011*, inclusive of the proposed amendments (shown in red font) is attached (Appendix ORD: 12.9B – Part 1 - Page 131). A copy of the proposed *Shire of Dardanup Dust Control Amendment Local Law 2021* is also attached (Appendix ORD: 12.9C – Part 1 - Page 145). These documents will be made available to the public.

The purpose and effect of the *Shire of Dardanup Dust Control Amendment Local Law 2021* is as follows:

Purpose of the local law:

To make amendments to the Shire of Dardanup Dust Control 2011 local law in support of the established requirements relating to dust and sand drift on building sites, extractive industries and subdivisions on land within the district.

Effect of the local law:

Is that the Shire of Dardanup Dust Control 2011 local law is amended.

The local law will be advertised in accordance with Section 3.12(3) for a period of at least 6 weeks from the date that notice is given for the public to make submissions. A copy of the local law will also be provided to the Minister for Local Government.

Following this process, the proposed local law will then be referred back to the Council for consideration of any submissions received in relation to the local law and for the Council to resolve whether or not to make the local law by absolute majority decision.

Council Role - Legislative.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Amends the Shire of Dardanup Dust Control Local Law 2011 as detailed in (Appendix ORD: 12.9B) and (Appendix ORD: 12.9C).**
2. **In accordance with Section 3.12 of the *Local Government Act 1995* approves the advertising of the proposed local law 'Shire of Dardanup Dust Control Amendment Local Law 2021' (Appendix ORD: 12.9C) in order to seek community comment.**
3. **Provides a copy of the proposed local law and public notice to the Minister for Local Government.**
4. **After close of the public consultation period, requests the Chief Executive Officer to submit a report on any submissions received on the proposed local law to enable Council to consider the submissions made and to determine whether to make the local law in accordance with section 3.12(4).**

By Absolute Majority

12.10 Title: Proposed Bush Fire Brigades Local Law 2021

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Ms Cathy Lee - Manager Governance & HR
Legislation:	Local Government Act 1995

Overview

Council to initiate the process of making the Bush Fire Brigades Local Law 2021 and repealing the Shire of Dardanup Bush Fire Brigades Local Law gazetted in 2003 and amended in 2008.

Background

In accordance with S3.16 of the Local Government Act 1995, the Shire of Dardanup has carried out its review of five of its local laws and has determined that the Dardanup Bush Fire Brigades Local Law gazetted in 2003 as amended in 2008 should be repealed and replaced [Resolution 211-20 of OCM 29 July 2020]. This report provides for making a new local law in accordance with Local Government Act 1995 S3.12 which will result in repealing and replacing the current local law.

Legal Implications

Local Government Act 1995 - S3.12. Procedure for making local laws:

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
 - (a) *give local public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
 - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
 - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
 - And*
 - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
 - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- [(3a) deleted]*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*

* Absolute majority required.

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
- (a) stating the title of the local law; and*
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
 - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section —*
- making*** *in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

Strategic Community Plan

Strategy 1.1.2 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Strategy 1.1.3 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.4.2 - Maintain, review and ensure relevance of Council's policies and local laws. (Service Priority: Moderate)

Environment - None.

Precedents - None.

The Shire of Dardanup Bush Fire Brigades Local Law gazetted in 2003 as amended in 2008 was last reviewed in 2013, with council resolving [224/13] that the local law remain unchanged.

Budget Implications

Costs associated with the making of the law will be advertising and gazettal of the law. There is provision within the budget for advertising and no additional costs will be applied to the budget.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.10A – Part 2 - Page 1) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Proposed Bush Fire Brigades Local Law 2021	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Failing to review in the 8 yearly cycle as stipulated in S3.16 of Local Government Act 1995.
	Reputational	Council would be seen in a negative light if we failed in our legislative requirements.

Officer Comment

The current Shire of Dardanup local laws can be accessed on the Shire’s website. Officers have reviewed the Dardanup Bush Fire Brigades Local Law gazetted in 2003 as amended and have proposed that it be repealed and replaced. A copy of the proposed *Shire of Dardanup Bush Fire Brigades Local Law 2021* highlighting the amendments between the 2003/2008 local law and the proposed new 2021 local law, is attached (Appendix ORD: 12.10B – Part 2 - Page 2).

A copy of the proposed *Shire of Dardanup Bush Fire Brigades Local Law 2021* in the format for advertising is attached (Appendix ORD: 12.10C – Part 2 - Page 27). This draft local law has been provided to the Shire of Dardanup Bush Fire Advisory Committee (BFAC) for their consideration (Refer to BFAC minutes of 14 October 2020). The committee made two suggestions to be included in the local law which have been incorporated into the draft local law.

The purpose and effect of the *Shire of Dardanup Bush Fire Brigades Local Law 2021* is as follows:

Purpose of the local law:

To make provisions about the organisation, establishment, maintenance and equipment of bush fire brigades.

Effect of the local law:

To align existing Local Laws with changes in the law and operational practice.

The local law will be advertised in accordance with Section 3.12(3) for a period of at least 6 weeks from the date that notice is given for the public to make submissions. A copy of the local law will also be provided to the Minister for Local Government.

Following this process, the proposed local law will then be referred back to the Council for consideration of any submissions received in relation to the local law and for the Council to resolve whether or not to make the local law by absolute majority decision.

Council Role - Legislative.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. In accordance with Section 3.12 of the *Local Government Act 1995* approves the advertising of the proposed local law 'Shire of Dardanup Bush Fire Brigades Local Law 2021' (Appendix ORD: 12.10C) in order to seek community comment.**
- 2. Provides a copy of the proposed local law and public notice to the Minister for Local Government.**
- 3. After close of the public consultation period, requests the Chief Executive Officer to submit a report on any submissions received on the proposed local law to enable Council to consider the submissions made and to determine whether to make the local law in accordance with section 3.12(4).**

By Absolute Majority

12.11 Title: Monthly Statement of Financial Activity for the Period Ended 30 September 2020

Reporting Department: Corporate & Governance Directorate
 Reporting Officer: Mr Ray Pryce - Accountant
 Legislation: Local Government Act 1995

Overview

This report presents the monthly Financial Statements for the period ended 30 September 2020 for Council adoption.

Background

The Monthly Statement of Financial Activity is prepared in accordance with the Local Government (Financial Management) Regulations 1996 r. 34 s. 6.4. The purpose of the report is to provide Council and the community with a reporting statement of year-to-date revenues and expenses as set out in the Annual Budget, which were incurred by the Shire of Dardanup during the reporting period.

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. *Financial Report*

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- (2) *The financial report is to —*
 - (a) *be prepared and presented in the manner and form prescribed; and*
 - (b) *contain the prescribed information.*

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial Reports — s. 6.4

34. *Financial activity statement required each month (Act s. 6.4)*

(1A) *In this regulation —*

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the month to which the statement relates; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*

- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
- (a) *according to nature and type classification; or*
 - (b) *by program; or*
 - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

[Regulation 34 inserted in Gazette 31 Mar 2005 p. 1049-50; amended in Gazette 20 Jun 2008 p. 2724.]

Strategic Community Plan

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

Each month Council receives the Monthly Financial Statements in accordance with Council Policy and Local Government (Financial Management) Regulations.

Budget Implications

The financial activity statement compares budget estimates to actual expenditure and revenue to the end of the month to which the statement relates. Material variances and explanations of these are included in the notes that form part of the report.

Budget – Whole of Life Cost - None.

Council Policy Compliance

CnG CP036 Investment Policy & CnG CP128 Significant Accounting Policies.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.11A – Part 2 - Page 52) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30 September 2020
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.
	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

Officer Comment

The Monthly Financial Report for the period ended 30 September 2020 is contained in (Appendix ORD: 12.11B – Part 2 - Page 53) and consists of:

- Statement of Financial Activity by Program – including Net Current Assets (liquidity)
- Statement of Comprehensive Income by Nature and Type
- Notes to the Statement of Financial Activity:
 - * Note 1 Statement of Objectives
 - * Note 2 Explanation of Material Variances
 - * Note 3 Trust Funds
 - * Note 4 Reserve Funds
 - * Note 5 Statement of Investments
 - * Note 6 Accounts Receivable (Rates and Sundry Debtors)
 - * Note 7 Salaries and Wages
 - * Note 8 Rating Information
 - * Note 9 Borrowings
 - * Note 10 Budget Amendments

The Statement of Financial Activity shows operating revenue and expenditure by statutory program and also by nature and type, as well as expenditure and revenue from financing and investing activities - comparing actual results for the period with the annual adopted budget and the year-to-date revised budget. The previous year annual results current year forecasts are also included for information.

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2019/20 of \$474,501, with a forecast surplus at 30 June 2021 of \$311,686. This represents a net increase of \$92,699 on the reported surplus included in the 2020/21 Budget and results from 2019/20 year-end accounting for accruals and adjustments.

Please note that the annual accounts for 2019/20 and resulting surplus position are not yet final – being still subject to final audit – and may be subject to change. It is anticipated the audit will be completed by early December 2020.

Note 2 – Explanation of material variances. Actual values for the year-to-date are compared to the year-to-date budget to present a percentage variance as well as the variance amount. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2020/21 for reporting material variances is 5% or \$25,000, whichever is greater. Additional details are provided in Note 2 with the reasons for revenue or expenditure variances exceeding the minimum variance level.

Note 5 – Statement of Investments reports the current Council cash investments and measures the portfolio against established credit risk limits based on reputable credit ratings agencies and incorporated in the Council's Investment Policy.

The investment portfolio will be increased during October 2020 due to substantial receipt of rates revenue and also finalisation of all transfers to and from Reserve accounts.

The yield return on cash investments continues to be subdued as interest rates offered by banks for term deposits have further reduced in recent months. The primary cause of the reductions is the actions of the RBA in response to the Covid 19 pandemic in offering banks access to the RBA's Term Funding Facility to borrow money at 0.25% for 3 years. This has reduced banks' need external deposit funds and led to latest contraction in interest rate offerings. The impact of this on Council's interest revenue will be monitored closely over the coming months.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Monthly Statement of Financial Activity (Appendix ORD: 12.11B) for the period ended 30 September 2020.

12.12 Title: Schedule of Paid Accounts as at 9 October 2020

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Jasmine Sillifant – Accounts Payable Officer</i>
<i>Legislation:</i>	<i>Local Government (Financial Management) Regulations 1996</i>

Overview

Council is presented the list of payments made from the Municipal, Trust and Reserve Accounts under delegation since the last Ordinary Council Meeting.

Background

Council delegates authority to the Chief Executive Officer annually:

- To make payments from Trust, Reserve and Municipal Fund;
- To purchase goods and services to a value of not more than \$200,000;
- To purchase goods and services for the Tax Office and other Government Agencies up to the value of \$300,000;
- To purchase goods and services for Creditors where an executed agreement or legal obligation exists which has prior Council endorsement.

Legal Implications

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

R12. Payments from municipal fund or trust fund, restrictions on making

- (1) *A payment may only be made from the municipal fund or the trust fund —*
 - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*

- (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Strategic Community Plan

Strategy 1.3.2 - To monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

Council endorses the Schedule of Paid Accounts at each Ordinary Council Meeting.

Budget Implications

All payments are made in accordance with the adopted annual budget.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Payments are checked to ensure compliance with Council’s Purchasing Policy CP034 – Procurement Policy and processed in accordance with Policy CP035 – Payment of Accounts.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.12 – Part 2 - Page 69) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at 9 October 2020
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively

Officer Comment

This is a schedule of ‘paid accounts’ - the accounts have been paid in accordance with Council’s delegation.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Schedule of Paid Accounts report from 12/09/2020 to 09/10/2020 as follows:

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
ELECTRONIC FUNDS TRANSFER					
EFT39731	17/09/2020	Australasian Performing Rights Association Ltd	ERC - Music Licensing (Formerly APRA And PPCA) 1 July 2020 - 30 June 2021	MUNI	761.87
EFT39732	17/09/2020	BCE Surveying Pty Limited	Lot 2 Crooked Brook Road - Land Resumption Survey	MUNI	6,630.80
EFT39733	17/09/2020	Belinda Jansen Van Vuuren	2020/21 Uniform Reimbursement	MUNI	150.00
EFT39734	17/09/2020	Blaine Thompson	Umpire Recoup 9/09/2020	MUNI	110.00
EFT39735	17/09/2020	BOC Ltd	ERC - Hire Of Oxygen Bottle	MUNI	12.38
EFT39736	17/09/2020	Bree Roberts	Umpire Recoup 15/09/2020	MUNI	22.50
EFT39737	17/09/2020	Brett Hodgson	Umpire Recoup 9/09/2020	MUNI	66.00
EFT39738	17/09/2020	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	117.36
EFT39739	17/09/2020	Bullivants Pty Ltd - Sling Rig	2 x Chain Ratchets & 2 x Tie Down Straps	MUNI	251.42
EFT39740	17/09/2020	Bunbury Coffee Machines	ERC - Barista Course	MUNI	100.00
EFT39741	17/09/2020	Bunbury Harvey Regional Council	Banksia Road - Organics Disposal & Hook Bin Hire - August 2020	MUNI	842.28
EFT39742	17/09/2020	Bunbury Machinery	1 x Cut Off Wheel For Quickcut Saw & Spray Nozzles and Filters for Quad Bike	MUNI	491.11
EFT39743	17/09/2020	Bunnings Group Limited	Parks And Gardens Equipment And Supplies	MUNI	1,097.48
EFT39744	17/09/2020	Cameron Baker	Umpire Recoup 9/09/2020	MUNI	88.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39745	17/09/2020	Caroline Lindsell	Refund Of Bond For Animal Cage Hire	MUNI	150.00
EFT39746	17/09/2020	City Of Bunbury	Dog Pound Fees - August 2020	MUNI	34.70
EFT39747	17/09/2020	Cleanaway	Kerbside Refuse & Recycling And Street And Park Bin Servicing - August 2020	MUNI	46,531.54
EFT39748	17/09/2020	Cleanaway Solid Waste Pty Ltd	Monthly Kerbside Waste Collection	MUNI	5,509.29
EFT39749	17/09/2020	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe Order	MUNI	104.94
EFT39750	17/09/2020	Construction Training Fund : Bcitr	BCITF - August 2020 Reconciliation	MUNI	1,126.51
EFT39751	17/09/2020	Craven Foods	ERC - Cafe Order	MUNI	127.06
EFT39752	17/09/2020	Dalyellup Yoga	ERC - Yoga Instruction	MUNI	120.00
EFT39753	17/09/2020	Dardanup Rural Supplies	4L Petrol Can (Plastic)	MUNI	17.50
EFT39754	17/09/2020	Daryl Fishwick	Umpire Recoup 9/09/2020	MUNI	66.00
EFT39755	17/09/2020	Data #3 Limited	Techsmith Renewal & Microsoft 365 Subscription	MUNI	1,113.70
EFT39756	17/09/2020	Department Of Mines, Industry, Regulations & Safety (Dmirs) - BSL	BSL - August 2020 Reconciliation	MUNI	4,900.83
EFT39757	17/09/2020	Dominos Eaton	Youth Workshop - Pizza Arvos - Eaton	MUNI	35.90
EFT39758	17/09/2020	Donna Bastow	Umpire Recoup 9/09/2020	MUNI	110.00
EFT39759	17/09/2020	Environmental Health Australia Nsw	12 Month Subscription To I'm Alert - Online Food Safety Training]	MUNI	550.00
EFT39760	17/09/2020	Eve Yoga	ERC - Yoga Instruction	MUNI	180.00
EFT39761	17/09/2020	Exetel Pty Ltd	Secondary Email Hosting Setup - One Off	MUNI	50.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39762	17/09/2020	Go Go On Hold	On-Hold Messages Service - 6 Monthly	MUNI	455.40
EFT39763	17/09/2020	Grace Records Management	Records Management - August 2020	MUNI	600.68
EFT39764	17/09/2020	Harvey Norman	Lifeproof Case Iphone 11 - Rangers Duty Phone	MUNI	109.95
EFT39765	17/09/2020	Jason Cartledge	Umpire Recoup 9/09/2020	MUNI	22.00
EFT39766	17/09/2020	JCW Electrical Pty Ltd	Investigation To Determine Faults In Ground Lighting - Eaton Oval	MUNI	242.00
EFT39767	17/09/2020	Kaitlyn O'Dea	Umpire Recoup 15/09/2020	MUNI	45.00
EFT39768	17/09/2020	Karyn Rowe	Umpire Recoup 11/09/2020 & 15/09/2020	MUNI	105.00
EFT39769	17/09/2020	Kyrilee Collins	Umpire Recoup 14/09/2020	MUNI	22.50
EFT39770	17/09/2020	Les Mills Asia Pacific	ERC Monthly Licence Fees	MUNI	581.84
EFT39771	17/09/2020	Madison Hancock	Umpire Recoup 15/09/2020	MUNI	45.00
EFT39772	17/09/2020	Maia Financial Pty Ltd	IT Equipment Leases - 1/10/2020 - 31/12/2020	MUNI	15,879.17
EFT39773	17/09/2020	Marketforce	Advertisement Of CP084 - Draft Local Planning Policy, Development Assessment Panel Policy	MUNI	634.70
EFT39774	17/09/2020	Nightguard Security Service	Security Callouts - July & August 2020	MUNI	517.00
EFT39775	17/09/2020	NSCO Consulting	Work Health and Safety Legislation Workshop For Managers & Directors - 27 August 2020	MUNI	715.00
EFT39776	17/09/2020	Perfect Landscapes	Mowing Week Commencing 31/08/2020	MUNI	4,389.00
EFT39777	17/09/2020	PFI Supplies	Cleaning Supplies Eaton Admin Office	MUNI	887.65
EFT39778	17/09/2020	Promote You	Shire Polo Shirt Order x 28	MUNI	924.00
EFT39779	17/09/2020	QK Technologies Pty Limited	ERC - Qikkids Gateway Useage	MUNI	10.23

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39780	17/09/2020	Qmani Pty Ltd	August 2020 - Qmani SMS Charges	MUNI	66.00
EFT39781	17/09/2020	Raelene Tedd	Umpire Recoup 14/09/2020	MUNI	45.00
EFT39782	17/09/2020	RJ Pestell Family Trust Ta Subway Treendale	Platters For Bushfire Advisory Committee Meeting	MUNI	120.00
EFT39783	17/09/2020	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	289.98
EFT39785	17/09/2020	SMR Psychology	Employee Assistance Program - Counselling	MUNI	748.00
EFT39786	17/09/2020	SOS Office Equipment	Photocopier Meter Readings - July 2020	MUNI	6,749.85
EFT39787	17/09/2020	South West Fire	Additional Servicing of Burekup VBFB Vehicle & Appliances	MUNI	1,186.44
EFT39788	17/09/2020	South West Psychology & Consultancy	Counselling Services - Employee Assistance Program	MUNI	160.00
EFT39789	17/09/2020	Southern Lock And Security	ERC - Crèche Replacement Door Handle	MUNI	205.79
EFT39790	17/09/2020	St John Ambulance Western Australia Ltd	Annual Servicing Of First Aid Kits - Volunteer Fire Brigade	MUNI	523.52
EFT39791	17/09/2020	Synergy	Shire Electricity Accounts x 30 Sites	MUNI	35,146.28
EFT39792	17/09/2020	Te Wairimu Elinor Pomare	Umpire Recoup 9/09/2020	MUNI	22.00
EFT39793	17/09/2020	Telstra	Shire Telephone and Mobiles Accounts - August 2020	MUNI	10,120.06
EFT39794	17/09/2020	Therese Price	Umpire Recoup 14/09/2020 & 15/09/2020	MUNI	112.50
EFT39795	17/09/2020	Toni Hotchin	Umpire Recoup 14/09/2020 & 15/09/2020	MUNI	112.50
EFT39796	17/09/2020	Total Eden Pty Ltd	Replace Backing Rings On Poly Manifolds, Raise Poly Flow Lines 500Mm & Remove Filter Basket For Repairs	MUNI	1,595.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39797	17/09/2020	Tutt Bryant Hire	Hire Of 3.5 Ton Digger August 2020 & Repairs to Damaged Roller	MUNI	4,853.72
EFT39798	17/09/2020	Winc Australia Pty Ltd	Stationery Orders - Eaton Admin & Eaton Community Library	MUNI	2,490.38
EFT39799	17/09/2020	WML Consultants	Proposed Road Network Upgrades Eaton Area: Design Consultancy - Progress Claim	MUNI	1,691.25
EFT39800	17/09/2020	Woolworths Group Limited	ERC - Cafe Order	MUNI	199.58
EFT39801	17/09/2020	Work Clobber	ERC - Staff Uniforms	MUNI	1,066.00
EFT39802	25/09/2020	Asa Abloy Entrance Systems Australia Pty Ltd	Repairs To Roller Door - Call Out Fee	MUNI	566.50
EFT39803	25/09/2020	Australia And New Zealand Banking Group (ANZ)	Bank Audit Confirmation Certificate	MUNI	50.00
EFT39804	25/09/2020	Australian Institute Of Business	MBA Digital Business Startup - Study Period 6, 2020 - P Anastasakis - Contribution As Per Study Council Policy	MUNI	2,997.00
EFT39805	25/09/2020	Australian Tax Office	PAYG Withholding Fortnight Ending 18/09/2020	MUNI	86,385.00
EFT39806	25/09/2020	Australind/Eaton Medical Centre	Medical Treatment For Employees - Darren Hare - 8/09/2020	MUNI	305.80
EFT39807	25/09/2020	B.Social	Employee Deductions for Staff Social Club	MUNI	60.00
EFT39808	25/09/2020	Battery World Bunbury	Tractor Battery	MUNI	329.00
EFT39809	25/09/2020	Blaine Thompson	Umpire Recoup 16/09/2020	MUNI	88.00
EFT39810	25/09/2020	Brecken Corporate Care	Staff Medical Appointment - 21/08/2020	MUNI	223.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39811	25/09/2020	Bree Roberts	Umpire Recoup 22/09/2020	MUNI	22.50
EFT39812	25/09/2020	Brett Hodgson	Umpire Recoup 23/09/2020	MUNI	66.00
EFT39813	25/09/2020	Bunbury And Districts Softball Association	Pavilion Hire Sport And Recreation Plan	MUNI	45.00
EFT39814	25/09/2020	Bunbury Auto One	Battery, Trailer Plugs, Oils And Liquids For Repairs	MUNI	383.61
EFT39815	25/09/2020	Bunbury Geographe Chamber Of Commerce And Industry	City Of Bunbury - Digital City Breakfast - 24 September 2020 - Quality Hotel Lighthouse	MUNI	90.00
EFT39816	25/09/2020	Bunbury Harvey Regional Council	Waste & Organics Disposal August 2020	MUNI	1,116.40
EFT39817	25/09/2020	Bunbury Mower Service	Parts and Repairs for Mowing Equipment	MUNI	312.30
EFT39818	25/09/2020	Bunbury Subaru	25,000km Service - Subaru Forester DA9605	MUNI	566.70
EFT39819	25/09/2020	Bunnings Group Limited	Hand Tools For Emergency Trailer, Water Containers, Vandal Tap and Wheelbarrow Wheel & ERC Vacation Items	MUNI	497.49
EFT39820	25/09/2020	Caltex Australia Petroleum Pty Ltd	Fuel - Shire Vehicles - August 2020	MUNI	15,328.56
EFT39821	25/09/2020	Cameron Baker	Umpire Recoup 16/09/2020 & 23/09/2020	MUNI	176.00
EFT39822	25/09/2020	Catherine Jane Brandis	Reimbursement For Working With Children Check	MUNI	87.00
EFT39823	25/09/2020	CB Traffic Solutions	Traffic Management Implementation - Gary Engel Park Maintenance & Eaton Drive, Millbridge Blvd	MUNI	2,252.53
EFT39824	25/09/2020	Charlea Meyntz	Umpire Recoup 22/09/2020	MUNI	22.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39825	25/09/2020	Citygate Properties Ptd Ltd	Youth Consultation - Survey - Prize Draw	MUNI	100.00
EFT39826	25/09/2020	Cleanaway Solid Waste Pty Ltd	Kerbside Waste Collection - 10/09/2020 - 16/09/2020	MUNI	6,360.55
EFT39827	25/09/2020	Cohen Thompson	Umpire Recoup 23/09/2020	MUNI	22.00
EFT39828	25/09/2020	Connectiv	Cel-Fi GO Telstra Trucker Edge Black Pack - Mobile Phone Installation and Repeater	MUNI	1,493.00
EFT39829	25/09/2020	Craven Foods	ERC - Cafe Order	MUNI	214.49
EFT39830	25/09/2020	Danika Libby Thompson	Reimbursement For CPR Training	MUNI	49.00
EFT39831	25/09/2020	Dardanup Garage & Service Station	145,000km Service - DA8200	MUNI	779.01
EFT39832	25/09/2020	Daryl Fishwick	Umpire Recoup 16/09/2020	MUNI	66.00
EFT39833	25/09/2020	David John Leek T/A Acefire	August Servicing Fire Extinguishers Dardanup Depot Vehicles	MUNI	1,867.80
EFT39834	25/09/2020	Department Of Local Government, Sport And Cultural Industries	LG Standards Panel Fees 2019-20	MUNI	1,094.50
EFT39835	25/09/2020	Dianne Josephine Hanrahan	Rates Refund For Assessment - 9 Coopworth Link, Eaton	MUNI	1,708.38
EFT39836	25/09/2020	Dieter Hans Gerhard Dell'Antonio	Rates Refund For Assessment - 71A Pratt Rd, Eaton	MUNI	2,473.12
EFT39837	25/09/2020	Donna Bastow	Umpire Recoup 16/09/2020 & 23/09/2020	MUNI	176.00
EFT39838	25/09/2020	Elliotts Irrigation Pty Ltd	Iron Filter Service - Millbridge Lakes	MUNI	286.00
EFT39839	25/09/2020	Environment Institute Of Australia And New Zealand	Online Workshop On Ecosystem Services For Environmental Planning And Land Management	MUNI	55.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39840	25/09/2020	Geographe Liquid Waste	Pump Out Of Wellington Mills Toilet Facilities	MUNI	747.55
EFT39841	25/09/2020	Heatleys	P2 Respirator Masks - Spraying	MUNI	357.50
EFT39842	25/09/2020	Hitachi Construction Machinery Australia Pty Ltd	7500Hr Service - John Deere Loader	MUNI	1,767.70
EFT39843	25/09/2020	Holcim Australia Pty Ltd	0.8 Of A Cube Of Concrete For Dual Use Footpath On Gardiner St, Burekup	MUNI	331.76
EFT39844	25/09/2020	Isaac Clark	Rates Refund - 5 Hazelgrove Crescent, Millbridge	MUNI	2,611.62
EFT39845	25/09/2020	Jason Cartledge	Umpire Recoup 16/09/2020 & 23/09/2020	MUNI	66.00
EFT39846	25/09/2020	Jim's Test And Tag	Electrical Test And Tag 2020/21 - Senior Citizens Centre	MUNI	145.72
EFT39847	25/09/2020	Josie Phillips	Umpire Recoup 21/09/2020 & 22/09/2020	MUNI	90.00
EFT39848	25/09/2020	Justin Bruce Wright	Rates Refund For Assessment A4221 43 Woodbine Ridge Eaton WA 6232	MUNI	1,000.00
EFT39849	25/09/2020	Karyn Rowe	Umpire Recoup 21/09/2020 & 22/09/2020	MUNI	112.50
EFT39850	25/09/2020	Kelvin Lionel Hanrahan	Rates Refund - 30 Murdoch Crescent, Eaton	MUNI	1,577.20
EFT39851	25/09/2020	Kenny Pomare	Umpire Recoup 23/09/2020	MUNI	44.00
EFT39852	25/09/2020	Kings Tree Care	Vegetation Clearance At 16 Sites in Burekup, Pruning Carramar Park, Removal Verge Trees Margaret Circle, Eaton	MUNI	10,120.00
EFT39853	25/09/2020	Kmart	Phone case And Screen Protector - Place And Community	MUNI	12.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39854	25/09/2020	Kwik Kerb Bunbury	Supply And Install Garden Kerbing (Inc. Preparatory And Reinstatement Works) - Don Hewison Centre	MUNI	1,760.00
EFT39855	25/09/2020	Kyrilee Collins	Umpire Recoup 22/09/2020	MUNI	44.00
EFT39856	25/09/2020	Les Mills Pacific Ind	Les Mills Rack For Mind Body Mats	MUNI	676.73
EFT39857	25/09/2020	LGIS - Local Government Insurance Services	2019-2020 Motor Vehicle Insurance Adjustment - 2018 Bomag Multi Tyre Roller Hire Plant (1Gpz372)	MUNI	2,227.24
EFT39858	25/09/2020	M & J Essential Solutions Pty Ltd	Counselling Services - Employee Assistance Program	MUNI	150.00
EFT39859	25/09/2020	Mantrac	Mulcher Machine Hire - Mulching At Leicester Reserve	MUNI	1,793.00
EFT39860	25/09/2020	Marketforce	Community News - September 2020 - Bunbury Herald - Early General News	MUNI	775.50
EFT39861	25/09/2020	Mckayhla Pomare	Umpire Recoup 23/09/2020	MUNI	88.00
EFT39862	25/09/2020	Naturaliste Hygiene	Sharps Disposal Service 2020/2021 - Eaton Foreshore Public Toilets - August 2020	MUNI	165.00
EFT39863	25/09/2020	Nutrien Ag Solutions	Silvan Prograde Back Packs & Envirodye Blue Containers	MUNI	924.00
EFT39864	25/09/2020	Pages Mechanical Repairs	DA628 - Replace Rusted Fuel Tank	MUNI	1,823.00
EFT39865	25/09/2020	Pauline Bowlden	Rates Refund - 14 Elaap St Eaton, WA	MUNI	1,000.00
EFT39866	25/09/2020	Perfect Landscapes	Mowing Parks & Reserves - Week Commencing 7/09/2020	MUNI	2,387.00
EFT39867	25/09/2020	PFD Food Services Pty Ltd	ERC - Cafe Purchases	MUNI	656.65

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39868	25/09/2020	Phil Anastasakis	Reimbursement For Replacement Tow Hitch, Ball And Lock For DA10181	MUNI	98.99
EFT39869	25/09/2020	Picton Civil Pty Ltd	Removal Of And Clean Of Pond Sludge at Gary Engel Park	MUNI	16,967.23
EFT39870	25/09/2020	Planning Institute Australia WA Division	Planning Institute Of Australia Membership - CEO	MUNI	632.00
EFT39871	25/09/2020	Porter Consulting Engineers Tusno Pty Ltd	Engineering Design For Eaton Drive & Lavender Way / Blue Wren Drive Intersections - Final Claim	MUNI	6,985.00
EFT39872	25/09/2020	Prime Supplies	Respirator Masks Pack 10	MUNI	51.70
EFT39873	25/09/2020	Proludic Pty Ltd	Replacement Base Plate On Tournicotti Play Equipment - Peninsula Lakes Playground (Due To Vandalism)	MUNI	892.65
EFT39874	25/09/2020	Renouf Fitness Equipment	Sticky Fingers Liquid Chalk 250MI	MUNI	79.25
EFT39875	25/09/2020	Schwepes Australia Pty Ltd	ERC - Cafe Goods	MUNI	476.28
EFT39876	25/09/2020	Scope Electrical Contracting Pty Ltd	Reset Timer For Park Lights Including Labour	MUNI	231.54
EFT39877	25/09/2020	Shire Of Cranbrook	Accommodation Cranbrook Caravan Park - 10/08/2020 For Ben Anderson (BRPC Shire Of Cranbrook)	MUNI	90.00
EFT39878	25/09/2020	Signs Plus	Name Badges For Shire Staff As Required	MUNI	33.60
EFT39879	25/09/2020	SJ Traffic Management	Traffic Management Multiple Locations - August 2020	MUNI	24,114.75
EFT39880	25/09/2020	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT39881	25/09/2020	Stratagreen	Felco Standard Secateurs x 6 & Corona Roll Handle Secateurs x 3	MUNI	634.78

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39882	25/09/2020	Synergy	Electricity Account For Eaton Admin Centre, Depot & Dardanup Oval	MUNI	7,061.43
EFT39883	25/09/2020	Taylor Anderson	Umpire Recoup 16/09/2020 & 23/09/2020	MUNI	154.00
EFT39884	25/09/2020	Te Wairimu Elinor Pomare	Umpire Recoup 16/09/2020	MUNI	22.00
EFT39885	25/09/2020	Therese Price	Umpire Recoup 18/09/2020, 21/09/2020, 22/09/2020 & 24/09/2020	MUNI	178.10
EFT39886	25/09/2020	Toni Hotchin	Umpire Recoup 22/09/2020	MUNI	45.00
EFT39887	25/09/2020	Total Eden Pty Ltd	Irrigation Supplies - Dardanup Oval, Eaton Drive, Hazelgrove Reserve, Eaton Oval, Eustace Fowler Park	MUNI	1,946.39
EFT39888	25/09/2020	Tradelink	Pull Chain Toilet Cistern For Wells Reserve Clubrooms	MUNI	369.12
EFT39889	25/09/2020	Water Corporation	Water Use And Service Charges For 11 Sites	MUNI	2,536.94
EFT39890	25/09/2020	West Coast Fit / Karis Aplin	ERC - Cardio Rev Classes - 05-08, 12-08, 19-08 And 26-08	MUNI	197.80
EFT39891	25/09/2020	Western Australia Treasury Corporation	Loan 59 - Eaton Recreation Centre & Loan 65 - Admin Centre Extensions	MUNI	74,799.96
EFT39892	25/09/2020	Winc Australia Pty Ltd	Stationery Order - Eaton Admin Centre	MUNI	280.50
EFT39893	25/09/2020	Woolworths Group Limited	ERC Cafe Stock & Eaton Admin Centre Groceries	MUNI	305.49
EFT39894	25/09/2020	Work Clobber	PPE - Pants X 6, Boots, Jacket	MUNI	774.90
EFT39895	25/09/2020	Zoe Hill	Umpire Recoup 21/09/2020	MUNI	61.80
EFT39896	01/10/2020	Amity Signs	Rural Street Number Signs	MUNI	107.80

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39897	01/10/2020	Annette Louise Stone	Refund Of Bond For Animal Cage Hire	MUNI	150.00
EFT39898	01/10/2020	Arrow Bronze	Order Of Plaque For Lois Usher - C160140 Raised Edge, As Per Text Provided	MUNI	230.17
EFT39899	01/10/2020	Australind/Eaton Medical Centre	Pre-Employment Medical And Hearing Examinations - Casual Cleaners - Kylie Boothey	MUNI	175.00
EFT39900	01/10/2020	Baileys Fertilisers	Baileys NPK Mini In 20 Kg Bags 1 Tonne	MUNI	2,745.60
EFT39901	01/10/2020	BCE Surveying Pty Limited	Preliminary Site Survey - Eaton Drive Extension	MUNI	3,407.38
EFT39902	01/10/2020	Bell Fire Equipment Company Pty Ltd	Replacement Hydrant Bar & Key Handlelok Security Strap	MUNI	151.25
EFT39903	01/10/2020	Boyles Plumbing And Gas	RPZD Testing - Lot 500 Eaton Drive & Backflow Testing Lot 34 Ferguson Road, Dardanup	MUNI	594.00
EFT39904	01/10/2020	Brownes Foods Operations Pty Ltd	ERC - Cafe Purchases	MUNI	317.17
EFT39905	01/10/2020	Built Right Approvals	4 Year Pool Inspections X 28	MUNI	2,244.00
EFT39906	01/10/2020	Bunbury Bearings	Trailer Repair Parts 7Wn 233	MUNI	110.00
EFT39907	01/10/2020	Bunbury Coffee Machines	ERC - Cafe Purchases	MUNI	679.50
EFT39908	01/10/2020	Bunbury Mower Service	Helmet Kit - Pro Red Comfort	MUNI	129.00
EFT39909	01/10/2020	Bunnings Group Limited	Depot Maintenance And Repair Parts	MUNI	155.08
EFT39910	01/10/2020	Carmel Boyce	Meeting Attendance & ICT Allowance	MUNI	1,158.92

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39911	01/10/2020	CB Traffic Solutions	Design Traffic Management Plan - Pile Road Widen 0.00 - 1.64 SIK	MUNI	495.00
EFT39912	01/10/2020	Cleanaway Solid Waste Pty Ltd	Kerbside Waste Collection - 17/09/2020 - 23/09/2020	MUNI	6,145.36
EFT39913	01/10/2020	Connect Call Centre Services	After Hours Call Centre Service 2020-2021	MUNI	631.35
EFT39914	01/10/2020	Courtney Jayde Pearsons	Rates Refund - 20A Cudliss St, Eaton	MUNI	1,600.00
EFT39915	01/10/2020	Craven Foods	ERC - Cafe Purchases	MUNI	396.07
EFT39916	01/10/2020	Crown Perth	Crown Metropol Accommodation for WALGA AGM Meeting - Cr. Peter Robinson, Cr, Luke Davies, Sudi Mishra	MUNI	1,203.10
EFT39917	01/10/2020	Dave Lanfear Consulting Pty Ltd	ERC Business Case: Project Inception - Initial 30% Project Fee	MUNI	6,745.20
EFT39918	01/10/2020	Doral Mineral Sands Pty Limited	Rates Refund For M70/00675 Mining Tenement, Burekup	MUNI	1,209.25
EFT39919	01/10/2020	Dormakaba Australia Pty Ltd	Preventative Maintenance To Automatic Doors - Eaton Office	MUNI	258.18
EFT39920	01/10/2020	Eaton Community College	Shared Cost Of Amenities And Library Subscriptions: Water: 16/1/20 - 10/7/20, Electricity: 1/5/20 - 31/7/20, Subscriptions: 7/4/20 - 21/10/20	MUNI	2,067.86
EFT39921	01/10/2020	Eaton Environmental Services	ERC - Quarterly Rodent Control	MUNI	275.00
EFT39922	01/10/2020	Eaton Trophies	Myzone Hof Plaque Engraving	MUNI	18.00
EFT39923	01/10/2020	Eaton Vet Clinic	Veterinary Consultation And Supply Fees/Charges	MUNI	87.00
EFT39924	01/10/2020	Geographe Community Landcare Nursery Inc.	Trees for Planting Program	MUNI	2,254.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39925	01/10/2020	Glen Huon Primary School	Shared Cost For Bore - 2020	MUNI	550.00
EFT39926	01/10/2020	Harvey Norman	MSS Surface Pro X 8/256 Lite - \$168.00 Paid By Waterloo Volunteer Bushfire Brigade	MUNI	2,199.00
EFT39927	01/10/2020	Holcim Australia Pty Ltd	10 Tonne Of 5mm Bluemetal Delivered To Yard	MUNI	504.66
EFT39928	01/10/2020	Ideal Shake Australia	ERC - Cafe Order	MUNI	682.00
EFT39929	01/10/2020	Janice Patricia Dow	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT39930	01/10/2020	Jim's Test And Tag	Supply And Replace Emergency Exit Light, Flush Mount Light and Twin Spotlights - ERC	MUNI	1,221.00
EFT39931	01/10/2020	Jo Jingles South West	Music And Movement Session- Eaton Community Library - July 2020	MUNI	1,408.00
EFT39932	01/10/2020	K's Home Kitchen	Catering - BGEA Board Meeting 17/09/2020	MUNI	142.00
EFT39933	01/10/2020	Landgate	Valuations for Rates August & September 2020	MUNI	3,095.28
EFT39934	01/10/2020	Local Government Professionals Australia WA	Environmental Health Officer Advertising September 2020 - Local Government Professionals Vacancies Page	MUNI	150.00
EFT39935	01/10/2020	Luke Davies	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT39936	01/10/2020	Maia Financial Pty Ltd	Supply Of Leased Cardio Fitness Equipment As Per RFT - F0152487 - 1/10/2020 - 31/12/2020	MUNI	11,588.25
EFT39937	01/10/2020	Malatesta Road Paving And Hotmix	250L Of Emulsion - Pile Road	MUNI	400.00
EFT39938	01/10/2020	Mantrac	Remove And Dispose Of Stump Opposite 3 Margaret Circle	MUNI	352.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39939	01/10/2020	Mark Richard Hutchinson	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT39940	01/10/2020	Michael Bennett	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	3,838.25
EFT39941	01/10/2020	NSCO Consulting	Training Session On ISO45001 Occupational Health & Safety	MUNI	1,155.00
EFT39942	01/10/2020	Nutrition Systems	ERC - Cafe Order	MUNI	440.00
EFT39943	01/10/2020	Patricia Perks	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT39944	01/10/2020	Perfect Landscapes	Mowing Week Commencing 14/09/2020	MUNI	4,389.00
EFT39945	01/10/2020	Peter Robinson	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	1,697.84
EFT39946	01/10/2020	PFD Food Services Pty Ltd	ERC - Cafe Purchase	MUNI	938.10
EFT39947	01/10/2020	Picton Civil Pty Ltd	Supply And Install Subsoil Drainage - Our Lady Of Lourdes, Dardanup	MUNI	6,128.32
EFT39948	01/10/2020	Prime Supplies	Angle Grinder	MUNI	317.90
EFT39949	01/10/2020	Sage Consulting Engineers Pty Ltd	Revised Lighting Design To Cover The Remainder Of Eaton Drive SIK 2.80 To SIK 4.20	MUNI	1,980.00
EFT39950	01/10/2020	Sage Hotel West Perth	Accommodation For Cr. Gillespie For WALGA Training Course On The 22 September 2020	MUNI	128.00
EFT39951	01/10/2020	South West Psychology & Consultancy	Counselling Services - Employee Assistance Program	MUNI	160.00
EFT39952	01/10/2020	Southwest Vehicle Group (Svgt) T/A Bunbury Nissan	40,000km Service - DA329	MUNI	490.94

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39953	01/10/2020	Southwest Ventures T/A Geographe Ford/Bunbury Hyundai	15,000km Service - DA10408 Volkswagen Tiguan	MUNI	409.00
EFT39954	01/10/2020	Stacey Gillespie	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT39955	01/10/2020	State Law Publisher	Fire Prevention Order - State Law Publisher - 11 September 2020	MUNI	501.84
EFT39956	01/10/2020	Surveying South	Feature Survey For Skate Park	MUNI	792.00
EFT39957	01/10/2020	T-Quip	Parts And Repairs For Toro Mower	MUNI	269.50
EFT39958	01/10/2020	Telstra	Telephone Account For Wellington Mills Bush Fire Brigade	MUNI	89.99
EFT39959	01/10/2020	Total Calibration Pty Ltd	Install Scorm Engine For Lanterlia Software - 6 Consulting Hours	MUNI	115.50
EFT39960	01/10/2020	Total Eden Pty Ltd	Stock Parts Depot Maintenance	MUNI	108.72
EFT39961	01/10/2020	Totally Workwear	Hats x 10	MUNI	165.00
EFT39962	01/10/2020	Tyrrell Gardiner	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT39963	01/10/2020	Vogue Furniture	ERC - New Office Chairs x 3	MUNI	1,485.00
EFT39964	01/10/2020	Water Corporation	Water Use And Service Charges For Eaton Administration Building & Bobin St Depot 8/07/2020 - 8/09/2020	MUNI	1,372.54
EFT39965	01/10/2020	Winc Australia Pty Ltd	Brother Dk-22205 Label Roll - 62 Mm X 30.48 M - Black On White	MUNI	67.41
EFT39966	01/10/2020	Woolworths Group Limited	Groceries - Eaton Admin Centre, Depot & ERC	MUNI	661.32

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39967	01/10/2020	Work Clobber	Myzone Hall Of Fame Singlets For ERC Members x 4 & PPE for B Van Vuuren - 2 x Shirts, 2 x Pants and 1 x Shorts	MUNI	409.80
EFT39968	08/10/2020	Australian Tax Office	PAYG Withholding Fortnight Ending 2/10/2020	MUNI	79,040.00
EFT39969	08/10/2020	B.Social	Employee Deductions for Staff Social Club	MUNI	60.00
EFT39970	08/10/2020	Boyanup Botanical	Trees For Planting Program	MUNI	281.36
EFT39971	08/10/2020	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	192.27
EFT39972	08/10/2020	Bunbury Harvey Regional Council	Receive Mattresses 31/7/2020	MUNI	286.90
EFT39973	08/10/2020	Bunbury Tyrepower - Picton	DA8457 - Supply 4 Rear Tyres And Fit	MUNI	1,480.00
EFT39974	08/10/2020	City Of Bunbury	Elected Member Training Held At City Of Bunbury - 9 Elected Members -Course - Meeting Procedures 15/07/2020	MUNI	2,400.00
EFT39975	08/10/2020	Cleanaway Solid Waste Pty Ltd	ERC - Skip Bin Hire	MUNI	181.61
EFT39976	08/10/2020	Craven Foods	ERC - Cafe Order	MUNI	263.50
EFT39977	08/10/2020	Dapco Tyre And Auto Centre	Service For DA648 & DA9429 - Tyres for Trailers	MUNI	1,725.59
EFT39978	08/10/2020	Department Of Fire And Emergency Services	2020-2021 ESL Charges on Council Buildings	MUNI	4,470.27
EFT39979	08/10/2020	Donna Bullen	Reimbursement For Purchase Of Privacy Stripping For Workspace	MUNI	28.00
EFT39980	08/10/2020	Eve Yoga	ERC - Yoga Instruction	MUNI	120.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39981	08/10/2020	Forestvale Trees Pty Ltd	35 L Agonis Flexuosa Trees x 20	MUNI	1,430.00
EFT39982	08/10/2020	Fulton Hogan Industries WA	Supply 5 Tonnes Emulsion - Multiple Sites	MUNI	1,045.00
EFT39983	08/10/2020	Heatleys	Sawincher Qwikstix Sachets 50 Per Box & Squeeze Pops Electrolytes x 10 packs	MUNI	181.21
EFT39984	08/10/2020	Hitachi Construction Machinery Australia Pty Ltd	Replace Blade Circle Wear Strips & Broken Air Sensor - DA9774	MUNI	4,492.21
EFT39985	08/10/2020	Holcim Australia Pty Ltd	22.6 Cubes Stabilised Sand - Pile Road	MUNI	3,196.60
EFT39986	08/10/2020	Hynes Contracting	Hire Bobcat To Remove Pruning's - Ferguson Rd & Bobcat and Trip Truck To Clear Trees - Nyleeta Cl, Collie River Rd	MUNI	2,282.50
EFT39987	08/10/2020	Jayne Lee Performance & Entertainment	Funathons - Burekup 30/09/2020 & Dardanup 01/10/2020	MUNI	800.00
EFT39988	08/10/2020	JCW Electrical Pty Ltd	Millars Creek Stage 2 - Additional Pole Requires New Surge Diverter, Main Switch And RCD	MUNI	280.50
EFT39989	08/10/2020	Jo Jingles South West	Jo Jingles Library Sessions For August & September 2020	MUNI	3,696.00
EFT39990	08/10/2020	Joshua Joseph Holloway	Winner Of Early Rates Payment Prize Draw 2020/21	MUNI	1,500.00
EFT39991	08/10/2020	Katie J Wieland	Refund Of Bond For Animal Cage Hire	MUNI	150.00
EFT39992	08/10/2020	Kings Tree Care	Removal Of Marri Tree On Verge At 7 Leake St, Eaton & Pruning at Ord Park, Millbridge	MUNI	2,484.00
EFT39993	08/10/2020	Les Mills Asia Pacific	ERC - Monthly Licence Fees	MUNI	1,121.67
EFT39994	08/10/2020	LGIS WA	LGIS Property Adjustment For 2019-2020 - Dell Equipment Leased From HPE Financial Services	MUNI	301.30

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39995	08/10/2020	Max Viasich	Refund For 3 Month Membership	MUNI	134.87
EFT39996	08/10/2020	Murray Connell	Reimbursement For Phone Cover	MUNI	35.70
EFT39997	08/10/2020	NSCO Consulting	Facilitation of Planning Team Training - 21/09/2020	MUNI	330.00
EFT39998	08/10/2020	Officeworks Superstores Pty Ltd	Stifford Professional 1200Mm Round Meeting Table Oak - Eaton Admin Office	MUNI	398.95
EFT39999	08/10/2020	Pages Mechanical Repairs	DA8457 - Service Truck	MUNI	414.80
EFT40000	08/10/2020	Perfect Landscapes	Mowing Parks & Reserves - Week Commencing 21/09/2020	MUNI	2,387.00
EFT40001	08/10/2020	Peron Naturaliste Partnership	Peron Naturaliste Partnership Contribution 2020-21	MUNI	4,131.75
EFT40002	08/10/2020	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	370.60
EFT40003	08/10/2020	Prime Supplies	Sunscreen, Insect Repellent, Lip Balm & Earplugs - Depot	MUNI	452.10
EFT40004	08/10/2020	Radrock Adventures	ERC - Vacation Care Incursion - Hire of Climbing Wall	MUNI	1,298.00
EFT40005	08/10/2020	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	485.17
EFT40006	08/10/2020	Signs Plus	Name Badges For Shire Staff As Required	MUNI	74.10
EFT40007	08/10/2020	Sirsidynix Pty Ltd	Annual Maintenance Invoice - Shire Of Dardanup Library Management System	MUNI	10,402.96
EFT40008	08/10/2020	South West Tree Safe	Remove All Redgum Limbs Over Private Driveway - Millard St, Eaton	MUNI	550.00
EFT40009	08/10/2020	Spraymow Services	Carry Out The Weed Spraying Of Rural Road Verges As Per Scope Of Works And Quotation	MUNI	9,566.59

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT40010	08/10/2020	Synergy	Townsite Street Lights	MUNI	28,846.80
EFT40011	08/10/2020	T J Depiazzi & Sons	Bushland Mulch - 20M3	MUNI	860.42
EFT40012	08/10/2020	Toll Transport	Postage & Freight - Multiple Deliveries	MUNI	152.30
EFT40013	08/10/2020	Total Eden Pty Ltd	SS Strainer Basket - Millbridge Lake & Parts For Repairs - Dardanup Oval & Lighthouse Park	MUNI	1,444.57
EFT40014	08/10/2020	Winc Australia Pty Ltd	Stationery Order - Eaton Admin	MUNI	498.70
EFT40015	08/10/2020	Woolworths Group Limited	ERC - Cafe Order & Groceries for Eaton Admin	MUNI	478.56
EFT40016	08/10/2020	Work Clobber	ERC - Staff Hats X 15	MUNI	135.00
EFT40017	08/10/2020	IT Vision Australia Pty Ltd	Itvision Synergysoft Annual Software Licence Renewal	MUNI	60,726.90
CHEQUES					
18	08/10/2020	Shire Of Dardanup - Please Pay Cash	Petty Cash Recoup - Eaton Admin Centre	MUNI	163.20
PAYROLL					
DD15254.1	18/09/2020	WA Super	Payroll Deductions	MUNI	36,431.38
DD15254.2	18/09/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	144.10
DD15254.3	18/09/2020	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15254.4	18/09/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	156.53

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15254.5	18/09/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	282.40
DD15254.6	18/09/2020	One Path Masterfund	Superannuation Contributions	MUNI	124.46
DD15254.7	18/09/2020	Hostplus	Superannuation Contributions	MUNI	260.66
DD15254.8	18/09/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	207.89
DD15254.9	18/09/2020	BT Super For Life	Superannuation Contributions	MUNI	150.16
DD15254.10	18/09/2020	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	132.01
DD15254.11	18/09/2020	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15254.12	18/09/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15254.13	18/09/2020	BT Super	Payroll Deductions	MUNI	541.06
DD15254.14	18/09/2020	Rest Superannuation	Superannuation Contributions	MUNI	714.13
DD15254.15	18/09/2020	The Bro Code Super Fund	Superannuation Contributions	MUNI	92.16
DD15254.16	18/09/2020	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66
DD15254.17	18/09/2020	Media Super	Superannuation Contributions	MUNI	522.66
DD15254.18	18/09/2020	Australiansuper	Superannuation Contributions	MUNI	2,830.03
DD15254.19	18/09/2020	MIML - Macquarie Super Accumulator	Superannuation Contributions	MUNI	396.72

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15254.20	18/09/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.92
DD15262.1	22/09/2020	Australiansuper	Payroll Deductions	MUNI	180.01
DD15262.2	22/09/2020	WA Super	Superannuation Contributions	MUNI	124.87
DD15282.1	02/10/2020	WA Super	Payroll Deductions	MUNI	35,635.15
DD15282.2	02/10/2020	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15282.3	02/10/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	165.92
DD15282.4	02/10/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	310.09
DD15282.5	02/10/2020	One Path Masterfund	Superannuation Contributions	MUNI	125.83
DD15282.6	02/10/2020	Hostplus	Superannuation Contributions	MUNI	272.08
DD15282.7	02/10/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	207.89
DD15282.8	02/10/2020	BT Super For Life	Superannuation Contributions	MUNI	145.24
DD15282.9	02/10/2020	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	78.66
DD15282.10	02/10/2020	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15282.11	02/10/2020	BT Super	Payroll Deductions	MUNI	541.06
DD15282.12	02/10/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15282.13	02/10/2020	Rest Superannuation	Superannuation Contributions	MUNI	736.73
DD15282.14	02/10/2020	The Bro Code Super Fund	Payroll Deductions	MUNI	28.80
DD15282.15	02/10/2020	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66
DD15282.16	02/10/2020	Media Super	Superannuation Contributions	MUNI	522.66
DD15282.17	02/10/2020	MIML - Macquarie Super Accumulator	Superannuation Contributions	MUNI	396.71
DD15282.18	02/10/2020	Australiansuper	Superannuation Contributions	MUNI	2,416.98
DD15282.19	02/10/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.93
DD15282.20	02/10/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	127.36
CREDIT CARD					
DD15285.1	29/09/2020	Mailchimp	Monthly Subscription And Charge For Electronic Newsletters July 20 - June 21	MUNI	106.11
DD15285.2	29/09/2020	SAI Global	Purchase Of Australian Standard - AS 4902-2000 - AS1851-2012 - AS/NZS 3760 - ISO 45001-2018 + Credit Card Surcharge	MUNI	1,381.56
DIRECT DEBITS					
DD15268.1	01/09/2020	Fitness On Demand	Fitness on Demand - License fee	MUNI	148.45
DD15268.2	15/09/2020	Sgfleet	Vehicle Lease 2020/21 - Bushfire Risk Planning Coordinator - 2020/2021 For Period 14/08/2020 To 14/06/2021	MUNI	985.14
DD15293.1	01/10/2020	Fitness On Demand	Fitness on Demand - License fee	MUNI	148.45
INTERNATIONAL					

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
BPAY					
DD15269.1	24/09/2020	linet Ltd	Monthly Charge For Business-4 Service Sod@Westenet.Com.Au	MUNI	174.94
DD15280.1	01/10/2020	Alinta	Electricity Account - ERC	MUNI	3,064.21
DD15280.2	01/10/2020	Western Power	SP048118 Eaton Drive - Design Fee	MUNI	1,320.00
REPORT TOTALS					894,762.36

EFT	798,300.00
Muni Cheque	163.20
Payroll	88,970.30
Credit Card	1,487.67
Direct Debits	1,282.04
International	0.00
BPAY	4,559.15
TOTAL	894,762.36

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as above which was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings and the amounts shown are due for payment



MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

12.13 Title: Grants, Awards & Scholarships Committee Meeting

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mrs Ella Rafferty – Executive Support Officer
Legislation: Local Government Act 1995

PROCESS

In accordance with Shire of Dardanup Standing Orders Local Law 2014, Part 9, s9.2, 'Adoption of Recommendations En Bloc'; A member may move a motion to adopt by one resolution, all the recommendations or a group of recommendations from a Committee or several reports, without amendment or qualification after having first identified those recommendations, if any—

- (a) which require adoption by an absolute or special majority vote;*
- (b) in which an interest has been disclosed;*
- (c) that has been subject of a petition or deputation;*
- (d) which any member has indicated the wish to debate; and*
- (e) in which any member has indicated the wish to ask a question or to raise a point of clarification, and, each of those recommendations referred to in paragraphs (a), (b), (c), (d) and (e) must be considered separately.*

MINUTES OF THE SHIRE OF DARDANUP GRANTS, AWARDS & SCHOLARSHIPS COMMITTEE MEETING HELD ON WEDNESDAY, 7 OCTOBER 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

Officer Comment

The Minutes of the Grants, Awards & Scholarships Committee Meeting held 7 October 2020 are attached (Appendix ORD: 12.13 – Part 2 - Page 70).

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes of the Grants, Awards & Scholarships Committee Meeting held 7 October 2020 (Appendix ORD: 12.13).

**GAS COMMITTEE
 RECOMMENDED RESOLUTION 'A'**

THAT Council:

- 1. Supports the appointment of the following Elected Members and staff to the Leeuwin Scholarship Selection Panel to interview and recommend to Council preferred recipients of the Leeuwin Sailing Ship Scholarship for 2020/21:**
 - Cr M T Bennett
 - Cr J Dow
 - Place and Community Officer, Isabel Cody
- 2. Supports the acknowledgement of all sponsorships on all written marketing material, includes Logos on the Leeuwin Scholarship poster and sends Invitations to sponsors inviting them to the presentation afternoon.**

**GAS COMMITTEE
RECOMMENDED RESOLUTION 'B'**

THAT Council:

1. Considers the applications received by the following groups under Community and Events Grants Scheme Round 1 2020/21 – Level 2 grants for funding less than \$1,000 and approve funding to the following organisations:

COMMUNITY GRANTS – LEVEL 2 (Funding of less than \$1,000)		
Dardanup and Districts Residents Association	Contribution towards the Dardanup War Memorial upgrade.	\$ 790.50
Dardanup Senior Citizens Inc.	Purchase wool items to knit or crochet items to donate to various charities.	\$ 500.00
TOTAL		\$1,290.50

2. Considers the applications received by the following groups under Community and Events Grants Scheme Round 1 2020/21 – Level 3 grants for funding between \$1,001 - \$5,000; and approve funding to the following organisations:

COMMUNITY GRANTS – LEVEL 3 (Funding between \$1,001 - \$5,000 with a 50:50 matching component)		
Bunbury Repertory Club	Install accessibility ramp.	\$2,717.50
Dardanup Sporting and Community Club	Canteen renovation at Wells Park Clubrooms.	\$5000.00
Eaton Senior Citizens Inc.	Purchase new indoor bowls mat.	\$1,187.50
TOTAL		\$8,905.00

**GAS COMMITTEE
RECOMMENDED RESOLUTION 'C'**

THAT Council:

1. Supports the 2021 South West Business Excellence Awards through BSW Connect – Business South West by taking up a Premium Partnership package of \$5,000 (plus GST);
2. Authorises expenditure of \$5,000 (plus GST) to sponsor the 2021 South West Business Excellence Awards from the Tourism and Events Grants Funding;
3. Requests the Chief Executive Officer to review SDev CP044 – Community and Events Grants Policy to include consideration towards Awards.
4. Acknowledges this will have nil impact on the end-of year forecast surplus for 30 June 2021.

12.14 Title: Bushfire Advisory Committee Meeting

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mrs Donna Bailye - Personal Assistant to D/CEO
Legislation: Local Government Act 1995

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, 14 OCTOBER 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 7.00PM.

Officer Comment

The Minutes of the Bushfire Advisory Committee Meeting held 14 October 2020 are attached (Appendix ORD: 12.14A – Part 2 - Page 91).

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes of the Bushfire Advisory Committee Meeting held 14 October 2020 (Appendix ORD: 12.14A).

**BFAC
RECOMMENDED RESOLUTION 'A'****THAT Council:**

- 1. Adopts the Shire of Dardanup Bush Fire Response Plan (Appendix ORD: 12.14B – Part 2 – Page 125) with the following amendments:**
 - **7.8 – Appendix H – Industrial / Infrastructure Risk Register**
 - **Addition of Cleanaway;**
 - **Addition of Phoenix Petroleum; and**
 - **Change name of Momentive to read Hexion Australia Pty Ltd.**
- 2. Requests that the Bushfire Response Plan is reviewed annually and presented at the October Bushfire Advisory Committee meeting for Bushfire Advisory Committee and Council endorsement.**

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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None.

15 PUBLIC QUESTION TIME

16 MATTERS BEHIND CLOSED DOORS

It is recommended that the following item be heard behind closed doors.

Standing Order and the Local Government Act 1995 provides for Council to resolve to close the meeting to the public and proceed behind closed doors for matters:

- | |
|---|
| <p><i>S 5.23 (1) Subject to subsection (2), the following are to be open to members of the public-</i></p> <ul style="list-style-type: none"> <i>(a) all Council meetings; and</i> <i>(b) all meetings of any committee to which a local government power or duty has been delegated.</i> <p><i>(2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -</i></p> <ul style="list-style-type: none"> <i>(a) a matter affecting an employee or employees;</i> <i>(b) the personal affairs of any person;</i> <i>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;</i> <i>(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;</i> <i>(e) a matter that if disclosed, would reveal -</i> <ul style="list-style-type: none"> <i>(i) a trade secret;</i> <i>(ii) information that has a commercial value to a person; or</i> <i>(iii) information about the business, professional, commercial or financial affairs of a person,</i> <i>where the trade secret or information is held by, or is about, a person other than the local government;</i> <i>(f) a matter that if disclosed, could be reasonably expected to -</i> <ul style="list-style-type: none"> <i>(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;</i> <i>(ii) endanger the security of the local government's property; or</i> |
|---|

- (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
- (g) *information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and*
- (h) *such other matters as may be prescribed.*
- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

OFFICER RECOMMENDED RESOLUTION

THAT in accordance with the Local Government Act 1995, S 5.23 (2)(a), the Council go Behind Closed Doors [.....pm] to discuss a matter affecting an employee or employees.

16.1 Title: Eaton Recreation Centre Business Plan

Reporting Department: Executive

*Reporting Officer: Mr André Schönfeldt – Chief Executive Officer
Ms Susan Oosthuizen – Director Sustainable Development*

Ms Cathy Lee – Manager Governance & HR

*Legislation: Local Government Act 1995
Local Government Industry Award 2020*

REPORT UNDER SEPARATE COVER

Note: In accordance with the Local Government Act 1995 5.23 (2) this report is not available to the public. The Shire President tables the confidential report on this matter and provides copies to each elected member. The report will be located in the Records Management System of the Council.

OFFICER RECOMMENDED RESOLUTION

THAT Council return from Behind Closed Doors [time].

Note: In accordance with Standing Order 5.2(6) the Presiding Officer, may cause the motion passed by Council whilst behind closed doors to be read out.

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be Wednesday 25 November 2020, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer to declare the meeting closed.

